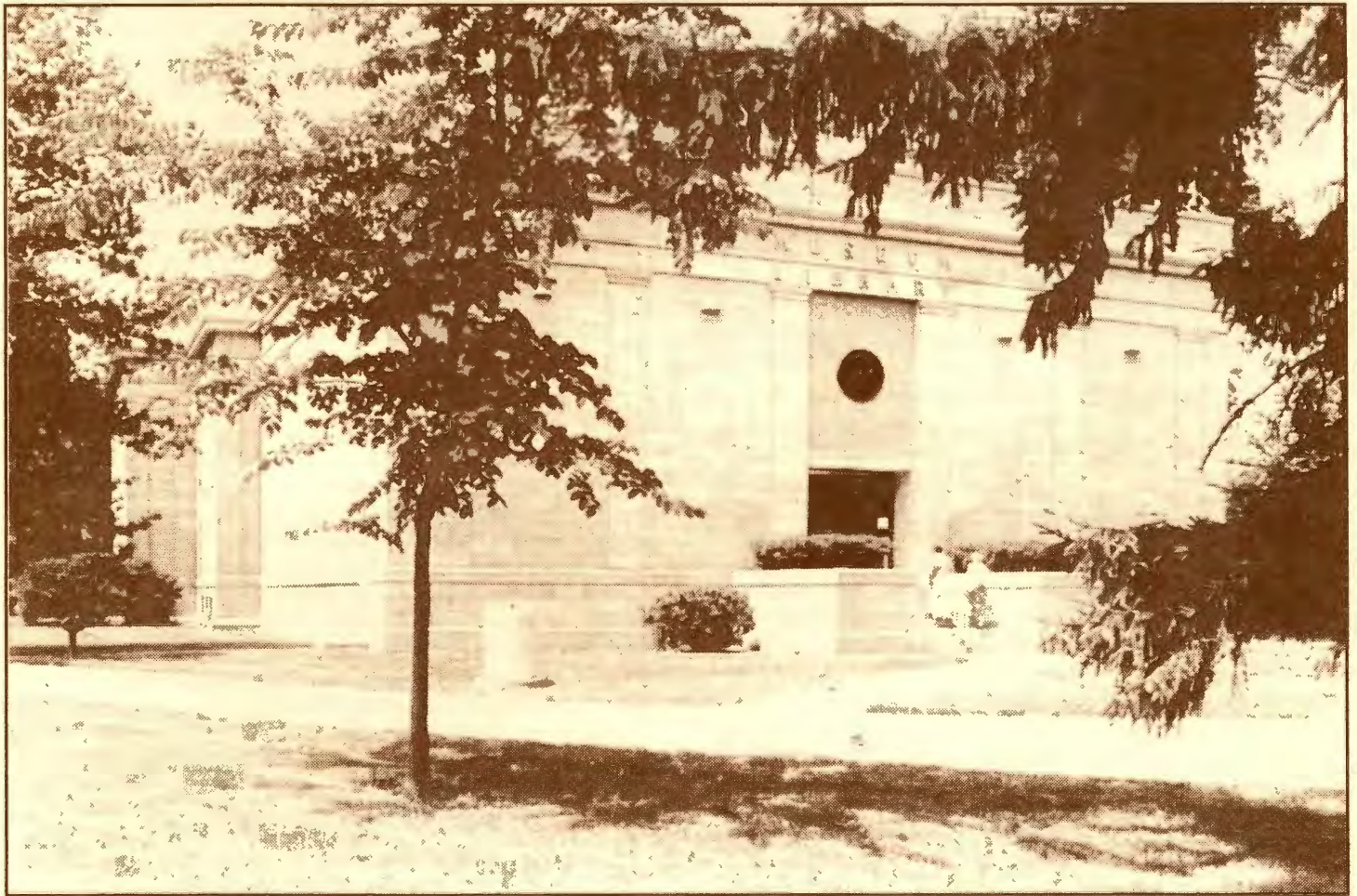


The Society of Ohio Archivists

The Ohio Archivist

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Fall meeting at Hayes Library to feature former U.S. Archivist



The Museum at the Rutherford B. Hayes Presidential Center in Fremont, location of the fall meeting on September 19-20.

PHOTO COURTESY RUTHERFORD B. HAYES PRESIDENTIAL CENTER

The fall meeting of the Society of Ohio Archivists will be held at the Rutherford B. Hayes Presidential Library, located on the grounds of the historic Hayes family home in Fremont on September 19-20. The meeting will feature a plenary address on Thursday by the former Archivist of the United States, Dr. Robert M. Warner. Dr. Warner will speak on the successful effort of the National Archives to become an independent agency in 1984. This is also the topic of his recent book,

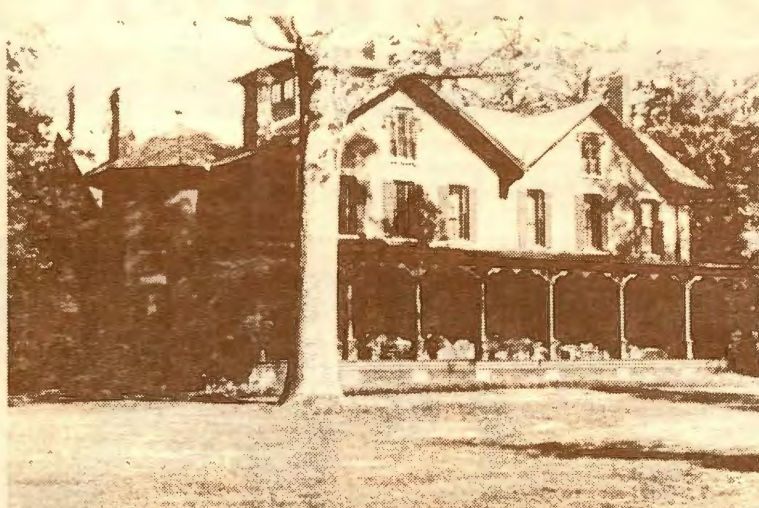
Diary of a Dream: A History of the National Archives Independence Movement, which describes the sometimes funny, often exasperating effort during his tenure as U.S. Archivist (1980-1985) to achieve independence from the General Services Administration. Dr. Warner began his career at the University of Michigan, where he taught in the History Department and the School of Information and Library Studies. He served as dean of the library school from 1985 to 1992.

Turn to FALL MEETING, p. 2

Don't miss first presidential library

SOA's fall meeting will be at the Hayes Presidential Center, Fremont, Ohio, 19 through 20 September. The program is a good one and I urge members to attend. If you have not been to the Center, visited spectacular Spiegel Grove, or toured the Hayes home, well, this is your opportunity to do so.

For archivists this is a special place, being the first presidential library. While it is not part of the national presidential library system, the idea of a separate research facility which houses the papers of a president and serves as a memorial began with the Hayes presidency.



Spiegel Grove in Fremont, home of President Rutherford B. Hayes; the reception for the fall meeting will be in this house.

PHOTO COURTESY RUTHERFORD B. HAYES PRESIDENTIAL CENTER

The full scoop on the conference and other information on SOA may be found on the Internet (<http://winslo.ohio.gov/ohswww/soa>) on our home page. For members who do not have access to the Internet at work or at home, you might keep OPLIN in mind. The Ohio Public Information Network which is available at all public libraries by the end of the calendar year, if all goes well, has as its primary mission to provide Intranet and Internet access to all Ohioans. In any case, the SOA web site is an excellent way to keep track of what SOA is doing.

Liz Nelson, our information officer, who created the page, will be taking educational leave of absence to attend the School of Information, University of Michigan. Matt Benz will be assuming her responsibility of keeping the page current. Please let him know of any suggestions you might have for its improvement.

Until our fall meeting,

George Parkinson

FALL MEETING from p. 1

The plenary speaker for Friday will be Roger Long, noted northwest Ohio historian and lecturer. Mr. Long's address is titled "Watson Brown's Mummy," and will focus on a historical mystery that Long solved using archival sources from repositories throughout the region. Long is noted for his entertaining and enlightening lectures, and is also an expert on Johnson's Island, the prison camp located on a Lake Erie island which held Confederate soldiers during the Civil War.

There will be a session examining three models for presidential libraries, which will include remarks by David Horrocks of the Gerald R. Ford Library in Ann Arbor, Michigan, and Roger Bridges of the Hayes Presidential Library. The session on local history videos will feature directors from the two public television stations in northwest Ohio, who will show examples of documentaries they have produced using archival sources from the area. The session on documenting cultural institutions will present several archivists from museums located in the northern part of the state.

Also offered will be a seminar on exhibits aimed at providing practical advice on preparing attractive displays of archival material at a minimal cost. It will be taught by staff of the Hayes Presidential Center and should be particularly useful to those from small historical societies.

Other sessions planned for the meeting will cover SGML, philosophies of access to archival collections, the use of archival materials to produce local history videos, the ideology of the World Wide Web, and documenting cultural institutions.

Sessions in the conference will be held both in the Hayes Library and the historic Dillon House, located on the grounds. The Thursday

evening reception will be held in Spiegel Grove, the home of President Rutherford B. Hayes, which has been preserved and furnished with the Victorian-era belongings of the Hayes family. The reception will feature music of the Gilded Age. Both the home and the library are located on a beautiful 25-acre estate enclosed by an iron fence with gates from the White House. Tours of Spiegel Grove, the library, and the presidential center's exhibit area are planned.

For more information on the meeting, contact Tom Culbertson, Hayes Presidential Library, 800/998-7737.

ARCHIVES WEEK

ARCHIVES WEEK is coming up soon— **October 20 through 26**. The theme is "**Celebrating Family History in Ohio**." The poster features the collections of the Western Reserve Historical Society.

We are working with Ohio genealogists this year. As of July, we have received contributions for the poster from the Ohio Genealogical Society and the OGS chapters in Hamilton and Morgan Counties. For information contact your regional Archives Week representative or project chairman George Bain at Ohio University (tel: 614/593-2710; fax: 614/593-0138; email: bain@ouvaxa.cats.ohiou.edu)

The Corporate Archives of THE PROCTER & GAMBLE CO., CINCINNATI

In 1837, Alexander Norris suggested to his sons-in-law, William Procter and James Gamble, that they go into business together. One made candles, the other soap. It was an ideal merger. Both used by-products of Cincinnati's pork packing industry. Their business prospered through the years and went on to create such American institutions as Ivory Soap and the soap opera.

Collecting the history of this Fortune 50 company began informally in 1957. A company magazine editor with an interest in soap memorabilia was struck by what Ford and Firestone were doing with their historic records. He set up an archives (a closet) and began collecting products, papers and oral histories as time permitted. This part-time approach to archives management changed in 1980. The company had just finished celebrating Ivory Soap's 100th birthday. A draft of a new corporate history was in the works. These projects demonstrated the usefulness of the archives' collections and the need to develop a more coordinated approach to preserving Procter & Gamble's history. A full-time professional archivist position was created in 1980.

The Corporate Archives occupies 2,000 sq. ft. of space in the company's headquarters building in downtown Cincinnati with over 1500 boxes of less frequently used material stored offsite in a records warehouse. As is typical in many corporations, the Archives serves as a museum, historical library and archives. Lining the shelves are over 12,000 product samples, from German Mottled Soap to Pampers, advertising, speeches, press releases, price lists, sales manuals, Norman Rockwell paintings, and copies of all company publications. The archives is also the caretaker of the Folgers Coffee Collection of antique English silver coffee pots and an art collection of 90 paintings by Cincinnati artists. A photograph collection of over 200,000 images includes factory scenes, executive portraits, soap opera and television shows sponsored by P&G, and a large group of product photos documenting package changes over time.

The Archives in recent years has been proactive in collecting the history of the companies acquired by Procter & Gamble. These companies include Norwich Eaton Pharmaceuticals (Pepto Bismol), Richardson-Vicks (VapoRub) Noxell Corp. (Noxzema and Cover Girl), Max Factor and Shulton (Old Spice), among others. The Archives sees as one of its major responsibilities the preservation of the history of these companies, which all had long and distinguished histories. The archives of these companies are also critical to understanding the history of their various brands as P&G takes over the marketing of these products.

The most visible example of the use of these "acquired archives" is Max Factor. Mr. Max Factor opened a makeup and wig shop in Los Angeles as the silent movie era began. Over the years, he and his sons established a business that became synonymous with Hollywood glamour. The Max Factor Archives contained not only thousands of cosmetics used in the movies and sold to the general public, but also a collection of movie stars' hair clippings, used to create wigs that blended with their natural hair. Today, the Max Factor brand has launched a new worldwide marketing campaign focusing on the brand's



Makeup pioneer Max Factor applies the finishing touches to actress Joan Crawford's lipstick on the Hollywood set of "Our Dancing Daughters" in 1928. Max Factor emigrated from Russia in 1902 and developed the first makeup for the movies in 1914. In 1920, he brought glamor from the movie screen to ordinary life when he introduced the first makeup for street wear by the general public. Photos from the Archives have helped market Ma~~x~~ Factor around the world.

PROCTER & GAMBLE ARCHIVES

history. As a result, historical materials, ads, and photos have been used constantly around the world to promote the brand's connection with the golden age of Hollywood.

The Archives has also been attempting to make the history of P&G available to a wide range of audiences. Following the creation of a permanent timeline exhibit in honor of the company's 150th anniversary in the lobby of the headquarters building, the Archives began offering tours of this timeline to business-related groups. This has included not only orientations for new employees, summer interns and sales trainees, but also customer groups and delegations from numerous foreign countries. The latter tours have proved to be a very valuable way of introducing the company to joint venture partners who are not familiar with its history and philosophy.

In addition, the Archives has developed a history presentation that is given at new employee training sessions. This presentation has also been

made available on CD-ROM for distribution to new employees at international locations who cannot attend sessions in the U.S. The Archives staff has also been working with the company's Internet team to incorporate the history of the company into Procter & Gamble's home page and historical information about individual products into their Web sites.

Historically, the Archives was located within the Public Relations Department. Four years ago the Archives moved into a new organization called Business Information Services. This department's mission is to coordinate the collection and effective use of information within the company. This includes not only internal information, but also external information gathered about our competitors and the markets in which we do business. The BIS organization includes the Archives, information centers at ten locations around the world, and experts in competitive analysis, demographics and benchmarking. This organizational move by the Archives has enabled us to keep abreast of the latest information technology while at the same time making our collections available to a broader range of

employees through contacts with the various information centers.

All of the above has resulted in a growing number of people contacting the Archives for historical information. The Archives receives around 150 requests per month. Approximately 50 percent are of a public relations nature—either consumers calling in to find out about old products or premiums, or requests by the news media for information on the company's history. The other half of the requests come from inside the company and represent the most important segment of our users. The Archives collections exist first and foremost to help employees reapply the lessons of the past that may be critical to helping move the business ahead. Responding to these business needs is crucial if the Archives

program is to be maintained and expanded. One recent request, for example, came from the department responsible for developing new product ideas. In order to properly evaluate these ideas, they determined it would be essential to first review past product initiatives that had failed and understand why. The Archives collections were one of the few places in the company that could give them that perspective.

If you are interested in further information about our operations, please contact any of our staff. This includes Amy Fischer, 513-983-9462, Dianne Brown, 513-983-2945 or Ed Rider at 513-983-5443.

Edward Rider
Procter & Gamble

PROCTER & GAMBLE ARCHIVES

RIGHT: This 1947 banner introducing Tide was just one of the artifacts from the P&G Archives collection used in Tide's fiftieth anniversary public relations campaign this year.

BELOW: A timeline exhibit on P&G's history has proved to be a valuable tool in educating employees and visitors about the history and traditions of the company.



THE CUBA PROJECT

NEWS FROM CUBA

Sociedad y Archivos

Prof. Carlos A. Suárez Balseiro, our Cuban colleague, has prepared a news sheet called *Pasado y Prologo* for the Sociedad y Archivos group founded last year and based at the library and information sciences school in the University of Havana's Faculty of Communication. Sociedad y Archivos facilitates the improvement of archival and records management practice. It brings innovations made by leading organizations to the attention of others, and acts as a liaison with the organizations and repositories which are in need of archival and records management expertise.

Pasado y Prologo seeks to further professional development and aid in the exchange of information without political or commercial perspectives. Items reported since the first bulletin, dated April 4, 1996, include:

Meetings: S&A members presented papers at the International Meeting on Reprography for Architectural and Engineering Records in June; and S&A members participated in the Program for Library and Information Sciences Support organized by the Center for the Development of Information Professionals (PROINFO). The SOCIET conference in July was groundbreaking (see below).

Initiatives in education are probably the most important effort. In addition to a short course entitled "Archives and Records Management for Organizational Success" and the workshop mentioned above, a course module about records and information management, corporate archives, and new information technologies called "Information and Business" has been given by Prof. Victor Manuel García Suárez and Carlos Suárez in the facilities of the Training Center for Executives in Basic Industries. At the University of Havana itself, Dra. Blanca Patallo Emperador, Dra. Reina E. Herrera, and Prof. Suárez have redefined and redesigned the archives and records management portion of the LIS program syllabus.

On July, 18, the Sociedad y Archivos group organized the first National Roundtable on Archives and Records Management in Cuba. It was held in conjunction with the Second Congress and Conference of SOCIET (Sociedad Cubana de Información Científica y Técnica). Institutions participating were: the Cuban National Archives, the Institute of Documentation and Scientific Information (IDICT), the School of Library and Information Sciences at the University of Havana, EPROYIV (National Enterprise for Architectural and Engineering Projects), the National Medical Information Center, the Ministry of Culture, the National Enterprise for Agro-Technical Projects (ENPA), the GEOCUBA group (ocean research), the national Office for Patent Information (ONIITEM), and general governmental offices. Special speakers were Dra. Berarda Salabarría Abrahams, director of the National Archives, and Dra. Isabel Fernández (IDICT). Prof. Carlos Suárez Balseiro coordinated the Roundtable.

Major topics covered were; the urgency of records management, archives law, new technology, the education and training of archivists and records managers, and information access.

The Roundtable discussed the fact that organizational records will continue to be a crucial problem. All our organizations are in need of

strong records management programs. Information professionals working in our public organizations are responsible for internal documentation. They have to be the ones to improve recordkeeping, since we don't have personnel with a formal records management background, and office personnel is no longer educated to design and implement dynamic records programs.

The new Archives Law has been undergoing revisions since 1990, but the law is not the problem. We have had an active archival law since 1960 (Law 714), but many people are unaware of it. Many administrators ignore the main principles promulgated by the law; therefore, we need a redefinition of archives and records management in society. The new and changing structures in the economic sector, in sociopolitical conditions, and legal issues reinforce the idea that records are an asset and a resource for social progress.

Specialists from the National Archives worked on a census or survey of internal documentation in Cuban organizations, but only a few responses were forthcoming, with uncertain and poor information. Other problems are the destruction of documents without establishing criteria; the nonexistence of electronic records management; and the lack of defined responsibility for documents.

The education and training of archivists and records managers is a challenge. PROINFO and the National Archives have programs for postgraduates, and the LIS school of the University of Havana provides education for undergraduates. The Sociedad y Archivos group has contributed to the undergraduate program and also has presented brief courses on records management and electronic records management in the postgraduate programs.

At the close of the roundtable, the newly-elected SOCIET committee accepted the suggestion of Prof. Suárez to recognize S&A as a new working group of the Society and to prepare for the first National Meeting on Archives and Records Management in 1997, open to international participation. Roundtable participants also agreed to include a seminar on these subjects in the Info'97 Congress in October, 1997.

In addition to the Roundtable, three papers relating to archives and records management were given at the SOCIET Congress.

Ariagna Guerra Menendez, Alicia Naranjo Garzon, and Yanet Ramirez Hernandez (all of the LIS School, University of Havana)—"Reflexiones en Torno a un Profesional" (Some Considerations on Being a Professional).

Carlos Suárez Balseiro (Univ. of Havana)—and Roberto Guerrero Argain (National Medical Information Center)—"Archivos Medicos: Gestion y Automatizacion in Instituciones Cubanas de la Salud" (Medical Records in Cuban Healthcare Organizations: Automation and Management)

Maria E. Portuondo et al. (BIOCEN)—"Gestion de la Documentacion para la Calidad Total en una Institucion Biotecnologica" (Records and Information Management for total Quality in a Biotechnological Institution)

Archives Day in Havana

May 17, 1996

Carlos Suárez Balseiro of the University of Havana arranged tours of three very different but very interesting archives: EPROYIV (Empresa Nacional de Proyectos de Arquitectura y Ingeniero), Cementerio Cristobal Colón, and the Archivo Nacional.

EPROYIV

This organization is presently housed in a splendid former convent in Vedado, an area of Havana with wide, shady streets and beautiful buildings. The archives that I visited is a repository for the records of the organization's actual work—that is, the blueprints, plans and accompanying correspondence and contracts on specifications, etc. I did not see things like financial records of the administration or photos from the organization's past. The bulk of the material consisted of architectural records.

The archives began over 20 years ago, and its first focus was on designs made for industry. More recently, its services have been called for in the tourism industry and in designing facilities for pharmaceutical and biotechnology organizations. Now it is dealing with real estate. In the last 30 years, its records of over 1500 industries have undergone several disasters. A major cyclone did a lot of damage; there was a major fire in 1987 in the previous building, destroying an estimated one million records. The records of the last ten years, however, are intact.

EPROYIV's function is architectural engineering—civil, mechanical, and hydraulic; it does not hire contractors or deal with construction details. The variety of projects, however, is immense—the vice director says that they can engineer anything from a rocket to a house. In 1995, there were 711 employees working at EPROYIV. Approximately 155 to 170 projects are being worked on in any given month.

The chief of the Technical Department, Sr. Dario Bugallo Romo, and Sra. Raquel Bouza, the head of the Information Center, showed me around the repository. The architects and other employees use the reading room; other facilities include adjoining office space and the records storage area. About 700 users per month are served by four archivists. Projects are numbered consecutively as they originate; each building is an "object"; and the various parts of the same project have related numbers for storage. Each item on the shelf has a four-part classification number; the constituent parts of the numbers run from general to specific.

Finding aids consist of registers, and there are registers for various types of records: "investments" (financial records); the actual projects; a subject file; ENS or nonstandard equipment; and several others.

Computers are used to keep track of records. Several projects are ongoing, including one to inventory records on nonstandard equipment and one to facilitate the retrieval of records on specific projects and obras. I viewed the standard screen for this database, which is quite extensive and is about 65 percent done. At the top left are the numbers for obra, project, and object. The rest of the fields on the screen give a general description of the project and indicate locations for various lists, financial records, and graphic material such as plans and blueprints. Users can sit at the terminal in the research room, and



Building housing EPROYIV headquarters, including the Archives

HAVANA PHOTOS/FRED LAUTZENHEISER

archives personnel make copies of the original documents for their use. A local network is in the offing for organization-wide use.

Semicurrent records are stored in what we would call a records center, and there is of course a permanent archives for material which is no longer being requested regularly. Because the records in the archives (at least what I saw) were more work-oriented papers than administrative records, the placing of material on the shelves follows the types of records rather than what we would think of as record groups. For each project, there were technical papers (*ficha tecnica*), including an abstract or overview of the whole project. An interesting shortcut tailored to the architects' and engineers' needs was a "section of standardization," which contained copies of specific blueprints for items which are used widely throughout the whole organization. For example, one could look for the types of lavatory basins in use at a particular time and locate specifications for replacement parts.

Forms of storage and labeling were, naturally, specific to the needs of this organization; a standard label had been developed and was in use on all containers. It had places for serial numbers, much like those on a library book. The various parts of the number showed what would be found inside and how the specific contents were related to the whole project. This organization had had problems with very large architectural documents, and as was suggested during the recent discussion on the Archives Listserv, in a repository with a huge number of such documents, flat storage becomes problematic. The

solution was to find a suitable type of tube made of inert plastic. A microfilming project was started in 1979 and is ongoing. There were a few diskettes in storage as well, but they were kept separately and keyed to the paper records.

There is a lively interest in disaster planning in this organization, considering its past history. The administration of the overall organization is very much interested in recordkeeping and is enthusiastically supporting its records program.

CEMENTARIO CRISTOBAL COLÓN

This is probably the most spectacular cemetery in the western hemisphere, and I tend to think of it as the Americas' answer to the famous cemetery of Père Lachaise in Paris. It is not overwhelming in actual area, but is very densely built, and the notable buildings, plantings, and artwork make it an open-air museum of 19th and 20th century art and gardening; as a matter of fact, UNESCO considers it so unusual that it has actually declared it a museum. Cuban historians have also begun to use its extensive records as raw source material for demographic and social studies, especially of the past century, for which hard statistics are otherwise rather difficult to obtain. In addition, it is an open-air workshop for conservators, who have begun a massive project to restore it to its former glory, and who are carrying on conservation research in the process. Sra. Edith Monterde, head of the Department of Conservation, which includes the archives, guided us through this very interesting institution.

Havana was founded in about 1519. In the early years of its existence, as with other Spanish colonial cities, the ecclesiastical hierarchy was responsible for burials, and thus for cemeteries. In respect to this particular cemetery, this continued right up to the revolution of 1959. There had been a Cementario de Paula and one where the members of various royal orders of Spain were privileged to be buried. Our guide mentioned a cemetery called Espada, established in 1806. By 1868 this location no longer had any space (even with the old, typically European custom of "temporary" burial for a number of years and then gathering the bones into a charnel house). In 1868 there was a cholera epidemic, as well as the beginnings of the war for independence from Spain, which began in Oriente province around Santiago. The new cemetery was founded in that year, and its records likewise began. The first location was in the Calle Aramburu, then outside the city walls but now well within the central city. There were a few burials there, but the area proved to be too rocky, and there were problems related to water. In 1871, the present area (also now in the main part of the city) was chosen, and this became the first planned burial ground in Havana.

In accordance with the social structure of the time, there were areas (along the main roads) that were available only to the aristocracy, others for people of a commercial background, and others reserved for such groups as Chinese immigrants. (As this was a religious institution, non-Catholics had to be buried separately until 1924.) Responsibility passed from the archdiocesan hierarchy to the public service administration after the revolution. The archivists pointed out, just for comparison, that the cemetery contains as many people as the present population of the whole metropolis of Havana! They also told me that although there is a larger and newer city cemetery, this one is still being used—the well-known Cuban film director, Tomás

Gutiérrez Alea, whose recent movie *Strawberries and Chocolate* won awards last year, was buried there a few months ago.

The older records consist mainly of volumes written in longhand. As with other official records, the information they recorded did change over time. The physical volumes, however, were leatherbound and are presently a problem for conservators. Some of the earliest are now at the National Archives undergoing restoration and conservation procedures. The documents were always kept in the main administration building at the front entrance to the cemetery; there had been a specialist staff at one time, but as the "corporate culture" was lost, they were open to use by all sorts of people and suffered corresponding damage. Now the administration believes it is a good time to recapture the tradition of a specialist staff as it once was. (One of the archivists, Jaime, has actually worked there for 50 years, and the others consider him one of their archival documents!)

Humidity and temperature are very hard to keep regular, although the archival rooms have climate control. There is a conservation department, but it is mainly dedicated to the problems of materials like marble and copper, and paper conservation is done at the National Archives.

Finding aids consist of a very large card catalog which links the owner of the plot, a geographical description, the volumes where information is found, and an important "notes" section. There are "books of protocol" and *boletas de exhumación*, as well as other types of documents besides the main series of volumes showing interments. There is also a separate section for active and current records.

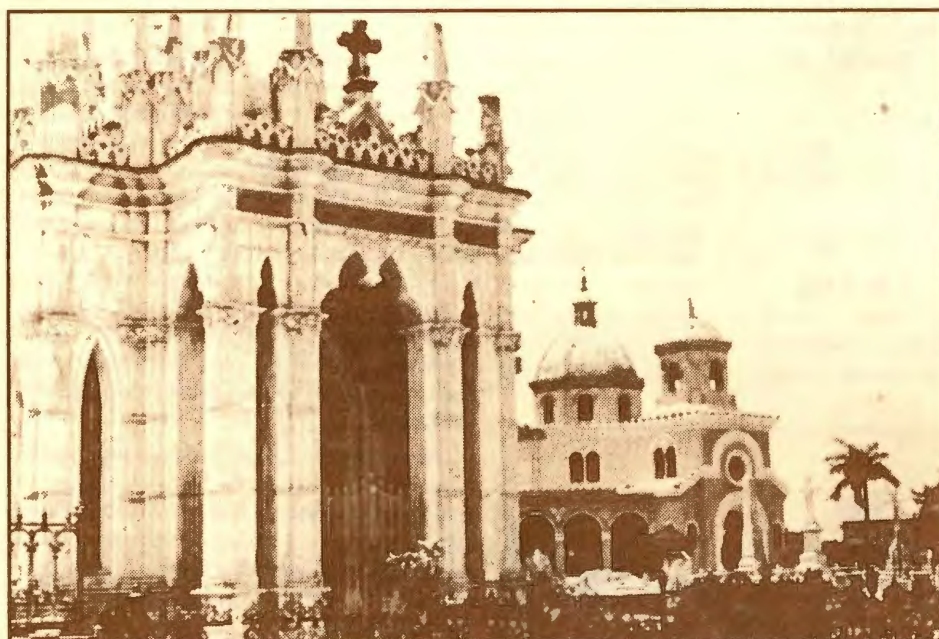
Automation has proven to be very useful, and one of the archivists has developed a database which includes such wide-ranging information as biographical notes on architects, burial information, exhumations, and property rights and transfers. As with the card catalog, the essential piece of information is the property record, and all other parts of the documentation are linked to that. Two operators are employed in keying in the massive amount of information. Both Windows and DOS are in use, and the interface is good. Although Paradox and FoxPro are both being used, from what I saw, Paradox was more in use than FoxPro. The



The Mesa family mausoleum in the Cementario Cristobal Colón, Havana



Archives of the Cementario Cristobal Colón: l-r: (unknown; Edith Monterde; Jaime, the "archival document"; Carlos Suárez Balseiro



A private mausoleum (foreground) and the main funerary chapel in the Cementario Cristobal Colón

Windows general information system is not yet complete; it can link personal names and photographs to property titles, which is an advantage.

There are several types of information available: 1) administrative; 2) cultural (personal data, social investigations, conservation and other technical information); and 3) inventories of architecture, sculpture, paintings, stained glass, documents, etc. The format for recording the latter has been set by the Ministry of Culture in a standardized form in *Microslis*, designed by UNESCO and much used throughout Latin America. This accommodates a description of the artwork, including materials, dimensions, and information on the artist.

In connection with the historical research now being done using the cemetery archives as source material, there is presently quite a bit of interest in the different ethnic groups that came together to make up Cuban society. Very little research had been done on the small but important Chinese community in Havana. Since the immigrants came so long ago as day laborers and were thus poorly documented, the traditional sources were not of much help. The cemetery records, however, are very useful, as they document (even in the 1860s) ages, places of origin, marriage status, parents' names, and in some periods, cause of death and other information.

ARCHIVO NACIONAL

I was privileged to be able to visit the Cuban National Archives on the last leg of our "Archives Day." Unfortunately, because of delays at the beginning of the day, we had to rush through some of the departments at the end of the tour (micrographics, microbiology, the computer section, and the chemistry lab); however, I was able to spend some "quality time" in the other departments. Dr. Luis Frades, a vice director and coauthor of the article on conservation in the fall 1995 OA, very kindly took a few minutes out of his busy schedule to welcome me to the Archives. Sra. Marisol Mesa, vice director and head of the Departamento de Completiamiento de Fondos, spoke about her projects in liaison with organizations and government ministries. Her department is in charge of records transfers from Cuban organizations to the Archives and is thus very much involved with records management programs, consulting with records creators in many different areas. Ania Hernández Quintana, a philologist and paleographer, was our delightful guide.

The building itself was purpose-built for archives, but being over 100 years old, the administration is wrestling with numerous problems in implementing modern environmental control. Temperature and humidity controls are already available in the basement facilities, such as the conservation department and other laboratories. The Archives holds approximately 25 km. of records from the 16th century to the present.

The major departments of the archives are: scientific/technology; information services; technical services, including automation and reprography, conservation, and financial. The work includes arrangement and description, with the production of management tools and

finding aids; methodology, including the production of manuals; documents and the conservation of the national heritage, including chemical and microbiological analysis and study. Although users include people working on all sorts of research, some of the topics on which Archives research personnel have recently been most busy are immigration; Spain in Cuba; and the African influence on Cuban culture.

The reading room, or Sala de Investigación, is very spacious and has an enormous card catalog, as well as numerous other finding aids. There is an extensive closed-stack reference library from which researchers can request books. Outside the reading room near the main lobby is a desk where publications of the National Archives can be purchased, including everything from census guides (up to 1990) to a guide to archives in Cuba. Staff is presently working on a guide to archives in Havana Province. Also on the main level is the Salon de Paleografía, which is a special manuscripts room where paleographers decipher old manuscripts and make transcriptions. We saw a 1590 notarial volume from one of the most valuable *fonds*, but which suffered a lot from the ravages of time and insects. Photos are taken of such documents before and after restoration, and a transcription is made and filed. In this room is also a small special reference library for the use of the paleographers, with books not only about handwriting, but on such subjects as diplomatics and local history. (In these large rooms on the first floor, the woodwork as well as the furniture was quite spectacular, much of it being made of *caoba* wood, a very



In the stacks at the Archivo Nacional—these are office files of public scribe Gabriel Salinas from the 1790s



**Fototeca
(Photography Department),
Archivo Nacional**



**Lic. Ines Baro, the head of the Conservation Department, National Archives,
explaining equipment used for mixing and drying Japanese paper pulp used in
restoration of deteriorated documents.**

dark and elegant wood (now rather rare) which I believe is the same as Cuban mahogany.)

The map storage room is in need of new storage equipment, which I understand is on the way. There were vast numbers of maps, with the earliest original one dating from 1747. Others are copies of earlier maps.

There is an extensive exhibition area on the mezzanine level of the entrance hall and in the adjoining wide corridors. I found an extraordinary ceramic globe with the names of Moslem saints in colored glazes, on a bronze base. Like every archives, this one has its interesting artifacts!

In addition to strictly archival and conservation work, the archives has a research and publication function similar to most European archives. Transcriptions and abstracts are made of the most important documents, for use by scholars, particularly where the originals are in fragile condition. Our guide, Ania, was working on a project involving early notarial documents concerning ocean shipping and the port. She was making indexes for each year's documents and was working on the 1590s when I visited. There were many interesting linguistic problems, and she was writing a thesaurus of marine terms, many of which were of Arabic origin.

The archives holds many personal papers, especially of famous Cuban figures in the arts (Ernesto Lecuona, composer of "Malagueña," is one); and of course there are holdings of institutional and legal papers. One type of early record which is always seen in Europe but not in the United States are

notarial records. These are early legal records such as wills and deeds, which lawyers working out of their private offices drew up for clients. They were not deposited in court-houses as we know them, but remained in the notarial office. Practically speaking, they are government documents, and so those which were not destroyed in fire or flood eventually made their way into government archives.

The photo department (Fototeca) includes some graphic art on paper as well as the usual audiovisual materials. A classification system makes it easier to search by subject (for example, people and places are separated), though cross references in a very detailed card catalog enable the staff to pinpoint photos of specific people or things across division lines. The photo cataloging system was developed on site.

The conservation laboratories in the basement were quite extensive and very up-to-date. The National Archives has seen fit to concentrate on developing this aspect of the Archives to the maximum before going on to other departments in an overall improvement plan, and personnel are justifiably proud of the facilities. The work of this department meshes with that of the paleographers upstairs, who are trying to complete a survey, transcription and conservation on the institution's 16th-century documents. A chemical lab analyzes the condition of the paper and binding materials. Then there is mechanical cleaning, deacidification, and protection against insects, which in a tropical climate are much more of a problem than here. After flattening, the documents are

repaired with Japanese paper. (Some look very much like lace when they arrive for conservation.) The head of the department showed me how the acidfree pulp is mixed and laid on the original paper. Drying takes place in a special suction machine, presses and on screens. (Other aspects of this and the other labs were explained in the article by Dr. Frades and others.)

The end of the tour was very much compressed, and I was not able to spend much time in the rest of the labs. I viewed the chemistry lab, the microbiology lab with its fumigation equipment, the reprography department, and the computer services department. Incidentally, in the last department, MicroSIS software was being used because of its usability with Windows and its good interface with other systems; a cooperative venture was beginning to take place with the Archivo de las Indias in Seville, Spain; and I was shown an example of the computerization of finding aids for the *protocolos notariales*, essentially a cataloging tool with plenty of fields to note what was in the set of documents (this seemed to be what we would call 'folder level'), its condition of preservation, particulars about page numbering, etc.

Although my visit was somewhat truncated by time constraints, I felt that I had seen a great deal of the National Archives in one day, and as at the other two repositories, I was amazed at how similar Cuban archival problems are to the ones we have at home.

Frederick K. Lautzenheiser
Cleveland Clinic Foundation

SOA Merit Awards 1996

The Merit Awards were presented at the spring business meeting. **Charles Arp**, assistant state archivist, was honored for his contributions to the society's education program, annual meetings, strategic plan, and numerous other activities. **Mary Bowman**, president of the Ohio Genealogical Society, received the award in recognition of her enthusiastic support of archival endeavors and her contributions to the preservation of primary source materials. **Fred Lautzenheiser**, of the Cleveland Clinic Foundation and editor of the *Ohio Archivist*, was honored for his diligence and skill in making the Society's newsletter a quality publication and for his efforts to help archivists in Cuba.

NOMINATE SOMEONE FOR THE MERIT AWARDS!

Criteria for the SOA Merit Award

1. This award shall be given to individuals who have by excellence in deeds, actions, or initiatives improved the state of archives in Ohio over the past year.
2. The Merit Awards shall not be limited to any one scope of endeavor which benefits the work of archivists in Ohio, or limited in the number of awards which may be presented each year.
3. The sole criterion for this award shall be excellence in the furtherance of the purposes of SOA as stated in Section 2, Part I, of its "Constitution and Bylaws", in any manner considered appropriate by the Council of the Society of Ohio Archivists.
4. Council will encourage the membership of SOA to nominate individuals for the Merit Awards, and these nominations will be the basis for the Council's action in designating recipients.

COUNCIL ACTIONS

February 15, 1996

Archives Week—October 20-26: \$400 budgeted for 1996 poster. Council meetings scheduled for April 19, July 12 and December 6. Cuba project: computer project on hold; sponsoring Cuban archivist, possibly for spring meeting 1997.

April 19, 1996

Committee assignments: Membership: Doug McCabe (chair), Dennis Harrison, Diane Mallstrom. Nominating: Gillian Hill (chair), to choose others. Fall Program: Tom Culbertson, Barb Floyd, Julie McMaster, Helen Conger, Nora Blackman.

July 12, 1996

Bill from fall meeting has still not been settled; future program and local arrangements committees have to set budgets, and meeting expenses have to be more closely watched; otherwise SOA is obligated to pay bills it feels are not justified. Anne Wittekind wants to give over job of reviewing Archives Listserv; need to look for a replacement; job could be split between two people. Position opening notices will not be editor's job; with OPLIN and other new public-access utilities, job seekers can find information at local libraries on Internet. Merit Awards generated newspaper publicity; nominations welcome for next year.

Focus of the spring program should perhaps be on automation. SOA's new Public Information Officer will be Matthew Benz of OHS. Re: Cuban archivist visit—if cosponsorship found by fall meeting and tentative budget OK, can do for next year.

Report on spring business meeting

I. ACTIONS OF THE MEMBERSHIP:

Elected to office: President—George Parkinson; Vice President—Ken Grossi; new Council members—Gillian Hill (Greene County Archivist/Records Manager) and Thomas Culbertson (Hayes Presidential Library).

COSHR (National nongovernmental records repositories survey): voted to support the national effort, also known as HRRS (historical records repository survey). The final product will be a guide to nongovernmental records in this state, which will be part of the national database. (COSHR is the Council of State Historical Records Coordinators.)

NCC membership: \$250 per year—renewal approved (The NCC, or National Coordinating Committee for the Promotion of History, is the national advocacy group on historical issues; it is the originator of the email "Update" publication we see on the listservs telling us what Federal legislation is coming up, what effects it will have on the historical/humanities/archival community, and what decisions have actually been made.)

Intellectual Freedom Coalition: dues \$25 per year—SOA membership approved. Any SOA member may now attend meetings of the Coalition; a member will be appointed to attend IFC meetings. (The Ohio IFC basically represents the Ohio library community and supports Ohioans' rights to freedom of expression and access to information; it monitors censorship challenges in schools and libraries; it provides specific assistance in intellectual freedom issues when requested by Ohio libraries or educators; and it affirms that access to all points of view is necessary for the preservation of our democratic way of life.)

New dues structure approved: Individual levels are now: \$5.00 student; \$15.00 regular membership; \$30.00 patron membership. Institutional levels are now: \$25.00 regular; \$50.00 sustaining; \$100.00 corporate.

II. OTHER BUSINESS:

Committees: George Parkinson encouraged every SOA member to serve on a committee. **Merit Awards** were presented (see notice elsewhere). The effort to bring the SAA meeting to Ohio (Cleveland) in 2000 failed because it was not possible to house the entire meeting with the required number of rooms in one single hotel. Membership approved an effort to get the SAA meeting for Columbus in 2003.

*Abstract of Secretary/Treasurer's report, April 18, 1996
(last report 2/15/96)*

Financial: checking account balance: \$4132.47; income since 2/16/96: \$789.49; expenses since 2/16/96: \$104.83; outstanding expenses: \$1720.94 (for *Ohio Archivist*, organizational dues, fall meeting outstanding expenses); total checks issued this year: \$2282.02

Membership: 164 individuals, 28 institutions; 28 nonmembers (new members) attended the spring meeting and will be added to the membership mailing list

SOA Home Page

Have you ever wanted to know what was in the SOA constitution and bylaws, but couldn't find a copy? Are you curious about who was elected to Council? Do you wonder who serves on SOA committees? Would you like to read message posted to the OHIOARV list last month or last year?

Point your WWW browser to <http://winslo.ohio.gov/ohswww/soa> and you'll find a wealth of information about the Society and its activities. Matt Benz at the Ohio Historical Society, our new SOA Public Information Officer, is in charge of the page, which was established by Elizabeth Nelson.

Dorothy Brower, medical illustrator¹

In Europe, archival journals not only publish articles on the craft of archives, technology, theory, and developments in related fields, but also serve as one place where research done by the archivists themselves in their collections can be showcased. While the Ohio Archivist is not the Bibliothèque de l'École des Chartes, we too have archivists who are scholars—after all, most of us went into this field because we enjoy research. This is the first of what the editor hopes will be a series of occasional articles giving the results of research in Ohio's repositories; based on a presentation given at the 1995 annual meeting of the Ohio Academy of Medicine.

Maggie Yax is Archivist/Librarian at the Fordham Health Sciences Library of Wright State University. She has been a member of SOA since 1993 and is currently active in the History of Health Sciences Section of the Medical Library Association. Ms. Yax is an adjunct instructor in the graduate public history program at the University and is also pursuing a Master of Humanities degree at Wright State.

The Special Collections and Archives Department of Wright State University's Fordham Health Sciences Library is home to a number of interesting collections focused primarily on aerospace medicine, human factors engineering, and local medical history. In the midst of crash injury research, raw data from a physician-astronaut, and the saddlebags and daybooks of early Miami Valley physicians lies a unique collection that links Fordham's subject strengths and provides information on such topics as aerospace medicine, medical and local history, and the history of medical illustration. This is the Dorothy Brower Collection.

Dorothy Brower herself was a rather unique individual who witnessed firsthand several advances in twentieth-century technology in both her personal and professional

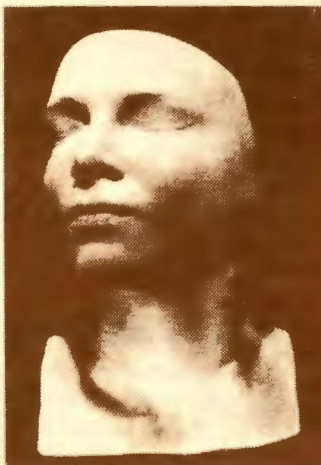


Brower at work at Wright-Patterson Air Force base

life. Among her acquaintances were the first man to fly solo around the world, the first man to set foot on the moon, the first man to orbit the world in space, and the first man to establish an academic department devoted to art as applied to medicine. Brower studied with Max Broedel, who is widely regarded as the father of modern medical illustration, at Johns Hopkins Medical School. From there she went on to an interesting career which finally brought her to Dayton and Wright-Patterson Air Force Base to illustrate for the medical and scientific teams working for the space program, and eventually with the first group of astronauts preparing for manned flight. It was here that Brower met Neil Armstrong and John Glenn.

Brower's work in the Aerospace Medical Laboratory at Wright-Patterson began in the fifties illustrating experimental procedures using animal and human subjects. It was at the beginning of the space program and everything was top secret. Animals were being sent into orbit to study the effects of gravitational pull on their systems. Brower's assignments were primarily to illustrate the comparative anatomy of animals and humans so that researchers could assess what effect space flight would have on the human body. She drew sketches of lab animals which were dissected after they were put through many of the physical tests to which the astronauts would be subjected. The internal organs of the animals were examined, and Brower would then illustrate how she concluded the astronauts' organs would appear when they were in space. In addition to her involvement with the astronauts and comparative anatomy studies, Brower also illustrated several technical reports published by Wright-Patterson.

Brower had to have an understanding of human factors engineering and an in-depth knowledge of anatomy. The collection reflects her commitment to learning what she needed to know, in several folders of handwritten notes on such topics as neuroanatomy and bioacoustics. There are notes on the cochleas of primates, cats, and guinea pigs. She became so confident of her understanding of animal anatomy and the effects of space flight that Brower once offered her opinion that the common squirrel is the animal most



**Brower creating wax models for medical exhibits.
INSET: Wax model created by Brower.**



Illustration of child's brain created by Brower at Johns Hopkins and praised by Dr. Harvey Cushing, famous brain surgeon

adaptable to space. How did an artist acquire such confidence and medical knowledge? In Brower's case, it came from her education at Johns Hopkins under the instruction of Max Broedel. Broedel revolutionized modern medical illustration by emphasizing rigorous training in dissection, anatomy, and histology, combined with mastery of artistic methods and procedures. He would admit only students who possessed an interest in science and nature, as well as artistic ability and charm. Broedel's standards were so exacting that entrance into the school was difficult. Brower made the cut. She once explained: "Out of a thousand applicants, he would interview a hundred. And out of the hundred, only ten would be accepted.... Out of the ten, he chose three. I was one of the three."

Brower attended Johns Hopkins from 1927 to 1930. During the course of her education, Brower dissected three cadavers: an adult male; an adult female; and an infant. She recalled Broedel, during these dissections, sitting on the other side of a cadaver quizzing her about the exposed parts. In addition to dissections, her education included studying medical texts, attending lectures, and going to surgery every day. Brower learned that it was necessary for the medical artist to have a thorough knowledge of the human body because during surgery, he or she had to be able to accurately sketch what was happening even when body parts were completely covered by blood; she also learned to put her head between her knees if she became faint. Brower considered Broedel her teacher, mentor and friend, and remembered him as a patient though demanding taskmaster who expected the artist to take responsibility for mastering both knowledge and technique.

The hard work and study paid off for Brower early in her career. Near the end of her third year at Johns Hopkins, one of her drawings of a child's brain won the praise and recognition of the famous brain surgeon, Dr. Harvey Cushing. He said her illustration was "the best drawing I have ever seen of a child's brain." This recognition led to Brower's being much in demand at Johns Hopkins and eventually helped her secure her first professional position, at Good Samaritan Hospital in Philadelphia.

While Brower was at Johns Hopkins she was part of a rather interesting phenomenon. Broedel had always maintained that women did not make the best illustrators, and



ABOVE: "The Anomaly of the Vena Cava"—an example of Brower's medical photography taken at the Indianapolis Veterans' Administration Hospital. RIGHT: Brower before one of her medical exhibits



he was reluctant to teach women, based on little other than pure prejudice and his observation that when they married, women often gave up their careers. This bias was shaken and ultimately abandoned during the late twenties and early thirties when a considerable number of outstanding women met his stringent requirements and became Broedel's pupils. In 1925, Broedel's own daughter, Elizabeth, enrolled in his program. Of the many others who followed, in addition to Brower, Mary Maciel is of particular interest because of her brilliant career at the University of Cincinnati. Maciel established the Medical Art Department at UC's College of Medicine and illustrated for Dr. Christiaan Barnard in South Africa during his heart transplant procedures. Brower and Maciel

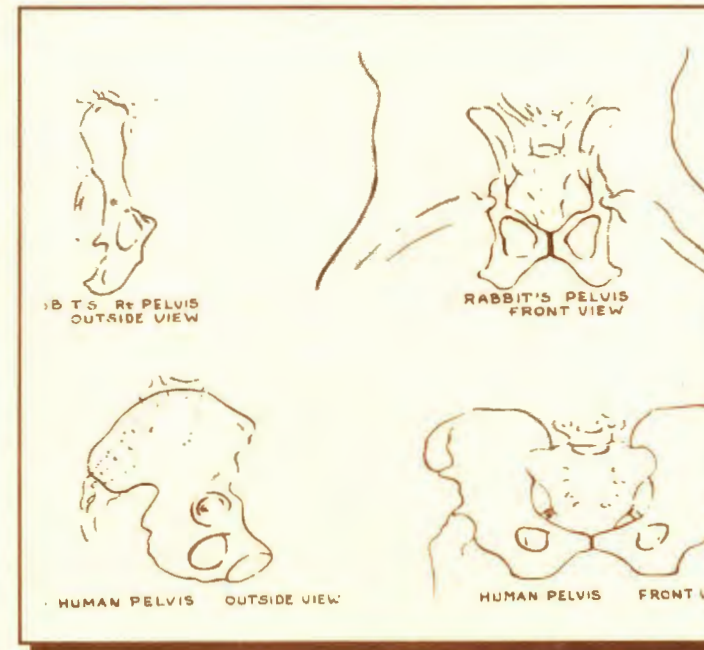
were part of this influx of brilliant women illustrators who not only forced Broedel to acknowledge their abilities but also went on to successful careers in which he took pride.

After graduating from Johns Hopkins, Brower worked in hospitals and freelanced for various physicians. It was not until 1942, however, that her career really took off. Between 1942 and 1952, Brower illustrated for Dr. Arnold Jackson of the Jackson Clinic in Madison, Wisconsin and for the *Jackson Clinic Bulletin*. She was also in charge of medical exhibits at American Medical Association national conventions as well as assisting with Wisconsin state exhibits. Brower won many awards for her work in both arenas. While in Madison, Brower was also heavily involved in the Tower of Health, a permanent exhibit hall of the Methodist Hospital. The staffs of both the hospital and the clinic felt that a permanent, well-organized program presented dramatically and scientifically would better inform the public

about the advancements made in fighting disease. The stated purpose of the Tower of Health was "to help create a better understanding and interest in the latest medical developments." Brower contributed to many of these exhibits, illustrating such topics as goiter, gallbladder, breast cancer, appendicitis, gynecological problems, and embryonic development. She not only illustrated for these exhibits, but she sculpted as well. While she was at the Jackson Clinic, Brower was encouraged to take up medical sculpture, which allows the medical student and the physician to view operational procedures three-dimensionally. She began to develop her own method of sculpture involving a wax process which Brower claimed was a secret technique and which she never revealed.

In 1952, the Jackson Clinic reorganized and eliminated several departments due to financial problems. One of these was the Medical Art Department; Brower found herself unemployed. She spent many months corresponding with clinics throughout the United States, including the Cleveland Clinic, seeking employment. The job Brower finally landed was as scientific medical illustrator for the Veterans' Administration Hospital in Indianapolis, Indiana. During her three years there, Brower became heavily involved in yet another technique—medical photography. The collection again reflects her attitude to hard work and lifelong learning in the many handwritten notes about the photographic process. While at the VA, Brower photographed (in both color and black and white) surgical procedures, laboratory processes, pathological and surgical gross specimens, and patients before, during and after treatment. She also developed all the prints, classified and filed them, mixed chemicals for processing, made lantern slides, and took motion pictures in surgery, the laboratory and the morgue. For the latter, she set up the lights and backdrops, and later cut, spliced and edited the final film.

In 1955, Brower was once again reorganized out of a job and left the VA. She may have been transferred to Wright-Patterson, though her collection does not provide evidence that this was so. Whatever the case, she did indeed begin her work at the Dayton air base in 1955 and stayed until 1964, when she left to become once again a freelance illustrator. She officially retired in 1972 to do her own painting, and remained in Dayton until her death in 1992.



LEFT: Comparative anatomy drawings from Brower's work at Wright-Patterson Air Force Base. BELOW: A whimsical sample from Brower's comparative anatomy studies



Throughout her life, Dorothy Brower was active in all areas of the art world. Her non-medical art was as important to her as her medical illustration. She was a member of the Association of Medical Illustrators, and while in Dayton she belonged to the Association of Painters and Sculptors and to the Arts Center. In Madison, she was a member of the Madison Art Guild and won awards for her work in their shows.

Brower's life was, indeed, one of interesting work and intriguing associations. Her acquaintance with aviation began in its heyday. Wiley Post, the first man to fly solo around the world, was a friend of her uncle, Charlie Brower. From Post to Armstrong to Glenn, Brower witnessed firsthand the dramatic progress from early aviation to space flight. With regard to advances in medicine and medical illustration, she was once again in the wings to witness developments and associate with some of the most prominent people in twentieth-

century American medicine. Cushing, Broedel, and a host of other physicians and medical illustrators can be counted among those she knew. In her chosen profession, Brower saw other technological advances as the artistic process of medical illustration gradually came to include television and computers. She attended conferences to keep up with the sweeping changes and read reports of new methods attentively. Brower seemed to remain flexible and resilient during a lifetime of rapid change.

Even as a child, Brower played in the shadows of twentieth-century history. Her mother was a lifelong friend of President Grover Cleveland's wife, and Dorothy played with the President's children at the Browners' summer home in New Hampshire. Brower did not come from humble beginnings. Her early education was in private schools and with private tutors. She went to the Brewster Academy in Wolfboro, New Hampshire, and eventually to the Fawcett Academy of Art in Newark, New Jersey. Brower had always shown an inclination for art and originally wanted to teach art in a small college. A chance meeting with one of Max Broedel's students at a dance in Richmond, Virginia changed the direction of her life and the rest, as the saying goes, is history.

Maggie Yax
Wright State University

¹ Information and quotations in this article, as well as all illustrations, are from the Dorothy Brower Collection, Fordham Health Sciences Library, Wright State University, Dayton, Ohio.

SOA SESSION REPORTS

Spring Meeting • Ohio Historical Society • April 18-19, 1996

THURSDAY, APRIL 18

Archives and Electronic Records: Three Perspectives

Rai Goerler, Ohio State University; Charles Arp, Ohio Historical Society; Karen Benedict, The Winthrop Group; Ann Bowers, moderator.

The moderator first pointed out that archivists have to be much more proactive in dealing with electronic records problems; to date they have been reactive and in danger of being "doomed to be roadkill on the information superhighway," to quote Anne Gilliland-Swetland.

Rai Goerler spoke about his experiences as chairman of the Inter-University Council project to write the present records scheduling and retention manual, and his current work on HEERO (Higher Education Electronic Records of Ohio). Much of what needed to be done was administrative work, such as writing grants to support conferences and getting the essential people to participate. Rai described the HEERO project, organized in four task forces linked to one overall steering committee. The Data Standards Task Force identifies the functions in the universities and the standard data elements used to describe these. The manual is function-based, which is very important for the migration of information to the new system.

The Archives Task Force determines functional requirements and addresses security and retention. The Compliance Task Force deals with access and its legal questions. Email and its attendant issues are so complicated that they need their own task force as well. The Ohio Board of Regents is supporting several projects related to records; with good recommendations from professionally interested parties, funding was basically endorsed, but with the economic woes of the state university system, it may have to be piecemeal.

Charles Arp, Deputy State Archivist, described the Ohio Historical Society's electronic records initiative for government records. OHS used an NHPRC grant to hire Margaret Hedstrom of the University of Michigan to survey the problem. She found that it would be impossible to schedule electronic records through records management schedules because the data management people schedule them. She recommended that OHS concentrate on two groups of records: vital statistics and the Department of Education. Instead of creating a records manual, a "best practices" guide should be written and put on the World Wide Web. Another initiative is the LSCA grant to put important historical documents on the Web: the death certificate index for 1908-1944; rosters of Ohio troops in various wars; the essential Ohio government documents, such as the previous and present state constitutions, selected papers of the

Education Program is in demand

The Ohio Association of Historical Societies and Museums has asked Charles Arp and Janet Carleton to provide workshops for their annual fall meeting. Council approved the arrangement. The OAHSM does not charge for workshops; however, this is an area in which we have wanted to expand relations for a long time, and cooperating with OAHSM will make a whole sector of Ohioans interested in history aware of what we can offer. This organization includes the local historical societies which are so important in preserving the state's past.

They are most interested in Archives 101 and Carleton's workshop on computers in small archives. The letterhead on which OAHSM's announcements appear will include SOA's logo and a statement that the meeting is cosponsored by SOA.

first six governors; the index to Ohio newspapers; and the database of the Historical Preservation Office. Arp also talked about his work with the judiciary branch in establishing records management policies.

Karen Benedict spoke about electronic records in relation to business archives. Although grant funding is not possible, the basic problem is still the same, and the University of Pittsburgh project and HEERO can be used as models. Very little has been done at all, but a project reported by Landis and Royce in *Archival Issues* pointed out the fact that we cannot be reactive. Archivists have to talk to records creators and see how their organizations work. With electronic records, there will never be a manual that you can pick up and implement.

We have to become part of partnerships; we have to be conversant enough in the technicians' language so that when we describe our needs, they will understand. "There isn't a programmer out there that thinks about the longevity of the data." Our responsibility is to tell them that they can't ignore their responsibilities any more than we can. The "us and them" problem eventually surfaces.

A general discussion followed, in which several points were salient. The question of keeping up and/or retaining old equipment and dealing with rapid obsolescence demands that archivists be involved in the creation of records, and also that they deal with the proportion of cost to risk. The electronic dilemma brings up the way we think of archives—the traditional custodial role vs. acting as a guide in a realm of decentralized preservation. The Pittsburgh project returned the focus of archives to the question "What is evidence?"

Visual Archives in Ohio: Spotlight on Photographic Collections

Robert Smith, Wright State University; Linda Bailey, Cincinnati Historical Society; Jean Collins, Cleveland Public Library; Jennifer Songster, moderator.

REPORTED BY JENNIFER SONGSTER

Robert Smith spoke about and demonstrated the Wright Brothers Collection CD-ROM. Giving background information on the project, which began early in 1994 with the initial research into commercial firms that specialized in digitizing and indexing historical photographs, Bob talked about the steps he conducted to undertake such a project. The company ultimately selected to do the work on the project (Visual Information Inc.) scanned the photographs at Wright State and did the indexing (with information provided by WSU) at their home base in Denver. The software designed by the company, ImageBase, allows for both the browsing of thumbnail images with the catalog information about the image itself or the viewing of up to 20 thumbnail images, like a contact sheet. Simple and complex searches can also be conducted on the index retrieving thumbnail images to look through. Bob expressed a great deal of satisfaction with the CD-ROM, in that it has proven to be of immense help to both staff and researchers.

Linda Bailey, photograph curator at the Cincinnati Historical Society, talked about the Photograph Department and its collections. She noted that while the Historical Society itself was founded in 1831, the first record of a photograph accession occurred in 1871. The Cincinnati Historical Society now has approximately 1,000,000 photographs. Linda discussed and, using slides, showed examples from a number of their collections, including the J.P. Ball, Felix Koch, Charles Windish, Paul Briol, and several other collections. J.P. Ball was a very accomplished African-American Cincinnati studio photographer in the 1850s. Koch was a freelance writer and photographer who documented everyday life in Cincinnati from about 1900 until the 1930s. Windish photographed street corners in Cincinnati at the turn of the century, providing the Historical Society with a valuable reference tool. The Briol Collection includes Briol's composite photographs, in which he combined two negatives to create one photograph.

Jean Collins, librarian in charge of the Cleveland Public Library's photograph collection, talked about the extent of the collection (1.2 million images) and demonstrated two of their optical disks. With the help of a grant, in 1990 the Library began putting their Movie Stills Collection onto the disks (each of which holds 54,000 images) and then in 1991 began with the Cleveland Collection. The images on the disks are indexed in great detail, which Jean showed by searching for and finding John Wayne wearing an eye patch on the Movie Stills disk and finding photographs on the Cleveland Collection that included the street address in the information. Jean also mentioned that once an image is included on the disks, the original is put into a cold storage environment as a preservation measure.

Cooperative Projects: Doing Time Together

Anita Weber, Cleveland Museum of Natural History;
Douglas McCabe, Ohio University; Fred Lautzenheiser,
Cleveland Clinic.

REPORTED BY GEORGE BAIN

Anita Weber made the first presentation, describing the Cleveland Archival Roundtable (CAR), established in 1989, and its cooperative projects. These have been the publication of the guide to area repositories, Archives Week activities in the area, and current efforts at strategic planning. Fred Lautzenheiser spoke about the Cuban project he runs for SOA. He gave a chronology of the project, requested journals and books, and finally showed some stunning slides he has taken in the Havana area. Doug McCabe showed a short promotional video for the Cornelius Ryan Collection and described the cooperative work between the archives and the University Relations Office to mount exhibits in Holland (1994), Dublin, Ireland (1995), and the National Press Club in Washington (1996). One benefit has been gift books and cash donations.

FRIDAY, APRIL 19

When Do You Call a Conservator and When Do You Do It Yourself?

Vernon Will, Ohio Historical Society; Wesley
Boomgarden, Ohio State University; Ken Weissman,
Library of Congress Film Vault; Jennifer Kane, moderator.

REPORTED BY JENNIFER KANE

The focus of this session was on the decision whether to tackle the preservation of archival collections using in-house staff or to send materials out to vendors who specialize in conservation. The panelists were three professionals with years of experience in conservation.

Vernon Will, head of the OHS Archives/Library Preservation Department, began by emphasizing the importance of damage prevention and explained the major elements in systematic programming to counter the deterioration of archival materials. These included protection from the elements, controlled and limited handling, proper storage, basic cleaning and mending and, finally, preservation microfilming and photocopying. To insure the best overall preservation of collections, we must consider the immediate threat and need, compare values among collections and consider the benefits achieved by vendors, compared to the utilization of our limited means. Will stressed that an archivist's lack of knowledge of preservation can be dangerous and that many of the basic preservation methods have been published and are readily available.

The second panelist, Wes Boomgarden, Preservation Officer at the OSU Libraries since 1984, asked the audience to consider the following question: "If you had appendicitis, would you remove your own appendix?" Boomgarden agrees that damage prevention should always be in the forefront, and rarely advises the inexperienced to attempt damage repair. Contracting out to specialized vendors has

become more common among libraries that need bookbinding, book conservation, preservation microfilming and/or photocopying and digital imaging.

Kenneth Weissman has managed the Library of Congress Motion Picture Preservation Laboratory for the past seven years. Though Weissman specializes in the conservation of film, he agrees that proper storage and handling is the best preventive medicine for any type of archival material. He identified the key steps in providing a safe environment for these materials: 1) the development of a consistent collections policy; 2) identification of moving images which are truly unique; 3) determination of the need for specific storage requirements; 4) development of training manuals for staff and patrons on how to operate the equipment necessary to view the materials; and 5) development of a list of publications and necessary supplies to have on hand for basic repairs.

Each panelist had his own specific experiences to share, but in the end it was agreed that archivists must be careful when making the decision to repair or not to repair in-house. If the job seems too difficult, it probably is, and a professional should be consulted. Don't be embarrassed to call for help; the damage that could result from in-house repairs could be more embarrassing than the plea itself!

Archival Education in Ohio: What Does the Future Hold?

Nancy Birk, Kent State University; Nancy Garner,
Wright State University; Bari Oyler Stith, Geauga County
Archives; Ginny Welton, moderator.

REPORTED BY GINNY WELTON

This session was a panel discussion on the future of archival education. Each panelist made opening remarks, and then the whole panel took questions from the floor.

Dr. Birk described the MLS program at Kent State and Dr. Garner described the public history program at Wright State. Both agreed that there are a number of acceptable paths to the profession. The certification issue was mentioned briefly, and further discussion of it was postponed until a proposed afternoon session.

Dr. Stith presented the annual report of the SOA Education Committee (see elsewhere in this issue) and plans for future workshops. We had a pleasant surprise. At the end of the session, Dr. Birk volunteered to teach a workshop for us.

The panelists' statements made a good beginning for the general discussion that followed. The future of archival education and the future availability of jobs were discussed.

Getting Grants: Where to Start?

Mary Crehore, The Foundation Center (Cleveland); Edgar
Velez, Ohio Humanities Council; Kevin Grace, University
of Cincinnati; Gillian Hill, moderator.

REPORTED BY GILLIAN HILL

Mary Crehore, of the Foundation Center in Cleveland, with the oldest and second largest community foundation in the country, explained the assistance available at her institution for those seeking grants from private sources. With over 35,000 active U.S. private foundations, the Foundation Center's comprehensive database is a very useful aid for grant seekers to identify appropriate funders for their projects.

Edgar Velez spoke about how to get help from public sources. The mission of the Ohio Humanities Council is to support and develop public humanities programs for the people of Ohio. Edgar emphasized that although his organization is based in Columbus, he is willing to travel anywhere in the state to talk to grant seekers and help them prepare a good proposal.

Kevin Grace has personally received a number of grants for research projects and was therefore able to talk about grants from a different perspective. He encouraged people to make the attempt to get funding, and to accept what they could even if it was not as much as they had hoped for. Smaller amounts could be used to help build a case for the future. He suggested that grant seekers should first focus on a theme and identify their topic, then find people to help, then identify possible funding sources. He

said that the worst that could happen would be to have their proposal rejected, but that refusals are usually qualified with useful suggestions for reworking them.

The money is out there, available from both private and public sources, for worthy projects. Don't be afraid to ask.

A Day in the Life of an Archivist: Time Management

Barbara Floyd, University of Toledo; Virginia Weygandt, Clark County Historical Society; Don Buske, Archdiocese of Cincinnati; Ken Grossi, moderator.

REPORTED BY KEN GROSSI

Barbara Floyd addressed the issues concerning an academic archives and the problems related to a records management program. Floyd mentioned that she has been working to orient the University staff to the correct way to follow records management procedures. She stressed that policies and procedures must be logical and designed to meet the needs of the present and future. A good records management program makes the archivist's job more manageable.

Virginia Weygandt explained her responsibilities as Archivist at the Clark County Historical Society. She emphasized that she has to be able to wear many hats and consequently has to manage her time wisely.

Don Buske discussed the organizational structure of his archives. His planning is controlled by the needs of his clientele; he must prioritize in order to serve everyone. Buske also stressed that he has to be flexible and wear many hats.

The common themes included in each presentation were: plan a daily routine; prioritize tasks; educate users and offices to eliminate excess hand holding; know your potential and your limits and work with reasonable expectations. The day in the life of an archivist is filled with many challenges. Archivists can avoid stress and burnout with proper planning and attainable goals.



The following is the report for a session on Thursday, September 28, 1995, at the fall meeting in Athens, which went unreported in the last issue.

Electric Kool-Aid: Scanning Documents and Making CDs

Ginny Welton, Wright State University; Sam Girton, Ohio University; Charles Arp, moderator.

REPORTED BY GINNY WELTON

Ginny Welton, Ohio University Archives intern, and Sam Girton, graphic artist from the Alden Library Media Center, presented this session. The idea for the session came from an Ohio University special project called "the Baker project." John C. Baker, who had been president of OU from 1945 to 1962, was to celebrate his 100th birthday in October, 1995. He had been the subject of three oral history interviews, which were to be edited down to book length. This would then be printed, hand bound and a copy presented to him for his birthday. Another copy was to become the two millionth volume in Alden Library.

Welton worked as a researcher for this book and helped to select photographs to be used. She had never done any scanning and had only a little general computer experience. Girton had the job of teaching her to do scanning and overseeing her work. It was also planned that these two would present a session about scanning, with Welton as the novice and Girton as the voice of experience.

Girton spoke about the Adobe Photoshop program they used and gave a demonstration using a computer linked with an overhead projector. Welton spoke about learning to use this from the beginner's point of view—what was hard, what was easy, and what the problems were. This approach was well received by an audience that included both beginning and more advanced computer users.

BOOK REVIEW

John A. Haid. *The Historical Bibliography of Hamilton, Ohio, and Butler County, Ohio: The Who, What, Where and Why of Hamilton and Butler County.* Published in cooperation with the Butler County (Ohio) Historical Society, 1993. 329 p.

John Haid's new bibliography of manuscript, published, and photographic works relating to Hamilton and Butler County is the most complete and modern such reference work available for the region. Intended primarily for serious researchers, anyone interested in local history or genealogy might find useful information in it.

Haid, a Hamilton native and a graduate of Taft High School and Denison University, worked on the project for over twelve years. He completed it while working for his master's degree in American history from Vermont College of Norwich University.

Haid has done a pretty thorough job. He cites the collections of the major archival repositories in the area, including: the Lane Public Library; Miami University Library, Hamilton and Oxford campuses; Butler County Soldiers, Sailors, and Pioneers Monument in Hamilton; the *Hamilton Journal-News* newspaper; the Butler County Courthouse; the Butler County Historical Society; and the Cincinnati Historical Society. There are a few gaps in his research, but not many.

Containing approximately 1,500 entries, Haid's *Historical Bibliography* cites works dating from prehistoric times to the present, including works on the native inhabitants, Mound Builders, earthworks, early European settlement, and the history of such communities as Hamilton, Fairfield, Middletown, and Oxford, as well as information on the county's townships, villages, ethnic groups, businesses and occupations, natural environment, floods, roads, parks, and historical sites. It includes a listing of all county newspapers dating from 1823 on and a selection of historical photographs. There is a 90-page section on genealogical records, especially those in the courthouse, and a 33-page index.

The entries are listed alphabetically by author or publisher, and by subject, which greatly increases its utility. All archival repositories and libraries in the region should consider purchasing it. It should be required reading for anyone doing historical research on the Butler County/southwest Ohio region.

Jonathan Dembo
Cincinnati Historical Society

OHIOARV: your Listserv

OHIOARV, established through the efforts of Rai Goerler at Ohio State University in October 1994, serves as a means for us to communicate quickly on matters of importance. Originally set up to distribute quickly new developments in Ohio records legislation, it also serves to disseminate news of national legislation, SOA projects, job openings, Archives Week, and many other topics. You can use it to tell people around the state about exhibits and accessions; to ask questions of your colleagues; to locate addresses or contacts; and unlike the larger listservs, your postings will reach your audience in a matter of minutes!

The email address for COMMANDS ONLY (subscribe, unsubscribe, etc.) is: listserv@lists.acs.ohio-state.edu. (The command message to subscribe is: `subscribe ohioarv [firstname][surname]`. You can put anything on the subject line.) When you subscribe, you will receive an acknowledgment and full list of instructions.

The address for POSTINGS ONLY (i.e. messages that go out to everybody) is: ohioarv@lists.acs.ohio-state.edu.

Ohio Historical Records Advisory Board (OHRAB)

OHRAB Board members through June 1996 were: Gary Ness, George Parkinson, George Bain, Roland Baumann, Alice Cornell, Jonathan Dembo, Barbara Floyd, Dennis Harrison, Michael Lucas, James Oda, Carol Tomer.

In July 1996, Governor Voinovich reappointed Gary Ness, Director and CEO of the Ohio Historical Society, as State Coordinator and George Parkinson as Deputy State Coordinator of OHRAB. Both appointments are through March 31, 2000. Roland Baumann of Oberlin College and Alice Cornell of the University of Cincinnati were reappointed through March 31, 1999.

A new member, Lynn B. Jacobs of Toledo, was newly appointed (also to 1999). She replaces George Bain of Ohio University, whose term expired. Ms. Jacobs received her JD from the University of Toledo Law School and is an assistant Lucas County prosecutor.

OHRAB has a new email address:

ohrab@winslo.ohio.gov

Abstract of minutes, April 17, 1996, Ohio Historical Society

George Parkinson and Gary Ness offered congratulations to Mike Lucas, the new State Librarian of Ohio.

Barbara Floyd reported that the Toledo Museum of Art, which received a grant of \$54,392, has begun to identify space for its archives and records management program. Museum staff have begun to purchase equipment and supplies and schedule records. Grant proposals to NHPRC for the Cincinnati Art Museum and OHRAB's regrant project, "Homefront and Battlefront" were turned down, but revised proposals for October 1996 are envisioned. The Ohio Historical Society's grant for an electronic records consultant provided the funds to retain Margaret Hedstrom of the School of Information at the University of Michigan, who will submit a report in August.

NHPRC's revisions to its strategic plan, on which the Ohio 2003 Plan is modeled, were discussed. NHPRC wants language that is clearer, more realistic, more focused on the commission's priorities, and reflects better the importance of technology. The revised plan will appear in 1997.

Jonathan Dembo made a successful motion to encourage the Ohio Historical Society to hire a local government records specialist in Region Three of the network, to be based at the University of Cincinnati.

Abstract of minutes, June 21, 1996, Edison State College, Piqua

The board approved a motion to express its appreciation to William J. Cruse, mayor of Piqua, who proclaimed June 21, 1996, as "Historical Record Preservation Day in Piqua."

Governor Voinovich recently signed a bill under which the Ohio Historical Society's Archives/Library will receive \$1.5 million to establish an electronic records program in the State Archives and to support ongoing automation projects to catalog the State Archives and retrospectively convert the printed materials card catalog to machine readable format. Together with the Cincinnati

Historical Society and the Western Reserve Historical Society, the Ohio Historical Society released a request for proposal for an integrated library and information system on June 21. The three societies intend to select and acquire three separate and independent systems from the same vendor. Capital funding will support the Ohio Historical Society's purchase of the selected hardware and software.

Mike Lucas reported on the dedication of the Ohio Public Library Information Network (OPLIN) held in Columbus on June 12, 1996. On display at the ceremony were the Coonskin and Putnam Family Libraries, the first circulating libraries in the Northwest Territory, now maintained by the Ohio Historical Society. At the dedication, Governor Voinovich promised that all libraries in Ohio will be connected to the state's communications backbone by the end of the calendar year. OPLIN's home page can be found at <http://www.oplin.lib.oh.us>.

The board discussed SchoolNet, developing content for the Internet, teacher training, and the possible expansion of OPLIN to include historical societies and museums.

George Parkinson summarized the goals of the Ohio Historical Society's Ohio Vital Information for Libraries Center project, which began on July 1, 1996. The Society received \$100,000 in Library Services and Construction Act (LSCA) grant funds through the State Library of Ohio and \$50,000 from OPLIN to support the project. Public records, fundamental documents of the Northwest Territory and Ohio, Society collections and informational resources will be converted to electronic format and made available through OPLIN and the World Wide Web.

Mike Lucas informed the board about the effort to create a Government Information Locator System (GILS) for Ohio for which the State Library and the Ohio Historical Society will share responsibility. Development of the GILS will also result in the formulation of an information policy for the state.

Jim Strider, chief of the Society Relations Division of the Ohio Historical Society, provided background on historical organizations in Ohio. The board discussed the needs of those organizations that have archives and libraries. George Parkinson updated the board on plans for the national Historical Records Repository Survey (HRRS), the counterpart to the survey of government repositories just completed by the Council of State Historical Records Coordinators (COSHR). The HRRS effort will gather information that the board can use to identify important collections, assess needs, and determine priorities for action. At the Board's August meeting, a draft of the survey instrument should be available for discussion.

Barbara Floyd, chair of the Local Government Records Committee, summarized the Committee's reaction to the draft proposal for an expanded Local Government Records Program, to be put before the Ohio Historical Society's Board of Trustees in July.

Elizabeth Nelson briefly described the Board's new World Wide Web home page:

<http://winslo.ohio.gov/ohswww/ohrab/index.html>

Clarence Wunderlin, associate professor of History at Kent State University, spoke about the Robert Taft Papers Project, for which he will submit a proposal to NHPRC for research funding during the summer of 1997. Anita Weber, archivist for the Cleveland Museum of Natural History, described the Shipman Lantern Slide Digitizing Project, for which the museum will submit a grant proposal in October.

The meeting was followed by an open house discussion of issues facing county and local historical societies in the state. Ray Schuck from the Allen County Historical Society, Melinda Gilpin from the Marion County Historical Society, and Sarah Sessions and Katie Blatt from the Montgomery County Historical Society participated in the discussion.

SOA HAS NEW PUBLIC INFORMATION OFFICER

Elizabeth Nelson of the **Ohio Historical Society**, SOA Public Information Officer and chair of the Public Information Committee, is the person who most often lets us know what is going on in the profession in Ohio. We are going to be losing her to the University of Michigan School of Information. Congratulations to Liz—we know she will be a great success in a really outstanding archival program!

Matthew Benz of OHS will be taking Ms. Nelson's place as SOA's Public Information Officer. Matt is a graduate of Ohio Wesleyan University, has his MLS from the University of Pittsburgh, and has been at OHS for several years. His official numbers will be the same as Elizabeth Nelson's: 614/297-2540 (tel.) and 614/297-2546 (fax). His email address is: mbenz@winslo.ohio.gov.

JOB OPENINGS

Job opportunities will be listed by the Public Information Officer on the OHIOARV listserv. With implementation of OPLIN, SchoolNet, and their associated public information services, every public library and school in the state will have access to this list and the job information, so your editor will no longer be handling these notices.

Employers with position openings should send their information to our new Public Information Officer, **Matthew Benz** (SEE ABOVE), so he can publicize them.

COMMITTEES

Public Information Committee ANNUAL REPORT 1995-1996

The Public Information Committee was established by the SOA Council in June 1995. Committee members include: Elizabeth Nelson (Ohio Historical Society), Judy Walker (Ohio Historical Society/Western Reserve Historical Society), John Brannick (Ohio Historical Society/Wright State University), Laurie Gemmill (Youngstown Historical Center of Industry and Labor), Doug McCabe (Ohio University), and Jane Sferra (Ohio Historical Society).

The committee's major accomplishment has been to create a World Wide Web home page (URL <http://winslo.ohio.gov/ohswww/soa>). The goal of the home page is to inform members and nonmembers about SOA and its programs, workshops, and activities. SOA's home page was launched in March 1996. The page, which will be updated regularly, includes: the Society's constitution and bylaws; a roster of Council and committee members; a calendar of activities; meeting programs; information about Archives Week; descriptions of SOA Archives Workshops; the SOA strategic plan; membership information; instructions on how to subscribe to the SOA listserv; links to other home pages.

Comments on the Web page should be directed to Elizabeth Nelson.* We welcome any additions to our links to Ohio archives and repositories. If SOA members maintain Web pages at their institutions, please make a link to the SOA page.

Respectfully submitted,
Elizabeth Nelson, Committee Chair

*Now to Matthew Benz at mbez@winslo.ohio.gov
(SEE BOX, P.17)

Nominating Committee ANNUAL REPORT 1995-1996

The Nominating Committee for 1995-1996 consisted of Dawne Dewey, Council member and chair, John Miller of the University of Akron, and Dorothy Smith of Wright State University. The Nominating Committee worked hard to prepare a slate of candidates for the spring meeting elections to be held on April 18, 1996, that combined the experience of veteran members with the excitement and energy of newcomers to the profession. As a result, the following slate of candidates will be presented at the spring meeting:

President: George Parkinson (Ohio Historical Society) unopposed; **Vice President:** Ken Grossi (Ohio State University) to run for second term, and Doug McCabe (Ohio University); **Council:** Gillian Hill (Sinclair Community College), Jim Oda (Piqua Historical Society), Thomas Culbertson (Hayes Presidential Center), and Kerrie Moore (University of Dayton)

The Nominating Committee prepared questions for the candidates to address. These questions and responses will be published in the *Ohio Archivist* to provide the membership with information about each candidate. The Nominating Committee will have ballots ready for the spring meeting election.

The Nominating Committee is also working on a packet of information to be given to each new Council member at the beginning of their term. It will contain items such as the SOA constitution, roster of Council members, committees, programs, and the history of SOA.

Respectfully submitted,
Dawne Dewey, Chair

Merit Awards Committee ANNUAL REPORT 1995-1996

The Merit Awards Committee members include Ken Grossi (chair), Mike McCormick (WRHS), and Florence Hoffman (Denison University). The committee used the *Ohio Archivist*, the SOA listserv, and the business meeting at the fall conference in Athens to request nominations from the SOA membership. The criteria for nominations were posted on the SOA listserv.

Mary Noonan was nominated by Rai Goerler for her work on the Electronic Records Grant and the Records Retention Schedule for Ohio Colleges and Universities. Goerler submitted his nomination to Council in June 1995. Council approved the nomination and Noonan received her award at the fall meeting in Athens.

Charlie Arp, Fred Lautzenheiser, and Mary Bowman were chosen to receive Merit Awards at the spring meeting in Columbus. Arp was nominated by Ken Grossi for his work on the SOA Education Committee, the strategic plan retreat, the SOA Listserv, and his work in planning past meetings. Lautzenheiser was nominated by George Bain for his work as editor of the *Ohio Archivist* and his leadership in the Cuban Project. Mary Bowman (Ohio Genealogical Society) was nominated by George Bain for her work with SOA and archivists around the state. These nominations were submitted to Council at its November 30th meeting in Columbus. Council voted unanimously to award Arp, Lautzenheiser, and Bowman the Merit Award. The awards were presented at the Spring 1996 Meeting in Columbus.

The committee will continue to pursue nominations from the membership.

Respectfully submitted,
Ken Grossi (chair)

Education Committee ANNUAL REPORT 1995-1996

Committee members: Doug McCabe, Ginny Welton; Charles Arp, Co-chair for Development; Bari Oyler Stith, Co-chair for Scheduling/Conducting.

Purpose of the Education Committee: To develop and teach an archival course curriculum based on a three-tier approach of basic, intermediate, and advanced workshops.

Strategic Plan Goal: The Society of Ohio Archivists Education Program should continue to provide continuing education to the state's professionals while providing basic archival education to all of the state's amateur archivists.

Strategic Plan Objectives with 1995 Accomplishments:

OBJECTIVE 1: Create a three-tier education program: Basic, Intermediate, and Advanced.

[Current workshops now include: Archives 101 (Introduction to Archives), Archives 201 (Archival Appraisal), Archives 202 (Outreach), Archives 203 (Arrangement and Description of Archival and Manuscript Materials) and Archives 204 (Computers in Small Archives)]

[The following fees were adopted by Council: Archives 101: \$20.00 and Archives 201, 202, 203, 204: \$15.00 for one, \$25.00 for two workshops.]

OBJECTIVE 2: Continue Archives 101 as the basic workshop. Develop a schedule for the offerings and announce the schedule on the listserv, *Ohio Archivist*, and other publications such as the *Local Historian*.

[In 1995, Archives 101 was presented in Athens for 10 students and in Geauga County for 23 students. These workshops were promoted in statewide publications as well as in local newspapers.]

OBJECTIVE 3: Identify national experts who would be willing to teach advanced workshops. Contact SAA, MAC, and other resources. Use the SOA specialized skills list as a possible source for speakers.

[Advanced workshops are slated for development in 1997. Discussion was initiated for advanced Archives Institute.]

OBJECTIVE 4: Develop the list of Ohio archivists who are willing to teach the workshops.

[In 1994, an initial list was developed at the spring planning retreat. Instructors are added upon request at any time. Four new instructors participated in the Archives 101 workshop and two potential instructors attended the 101 workshop.]

OBJECTIVE 5: Develop a public relations program to emphasize the lack of advanced archival education courses within the state. This should involve contacting the Ohio Board of Regents.

[This will be addressed after the initial workshops are in place.]

Respectfully submitted,
Bari Oyler Stith, Co-chair

In Charles Arp's later report on the spring workshops, he points out that SOA's workshop series was written up in the *Local Historian*, the newsletter of the Ohio Association of Historical Societies and Museums. He also brought up the possibility of giving the workshops in conjunction with the OAHSM "Brass Tacks" workshops. A new workshop called "Establishing an Institutional Archives" was suggested by Karen Benedict, who will be working on this. The Education Committee welcomes suggestions and asks for volunteers to teach workshops. (Don't worry—they will teach you how to do it, and there is an established syllabus!) Contact Charlie at 614/297-2581.

WORKSHOP OFFERINGS

Archives 101: Introduction to Archives

An eight-hour workshop introducing the necessary skills to collect, appraise, process, describe, and service

archival collections. Addresses the challenges and solutions faced by those responsible for historical records/papers of an institution, organization, individual, or family.

Archives 201: Archival Appraisal

A three-hour workshop focusing on the appraisal of archival and manuscript collections as well as the institutional cost of accepting a collection. This workshop considers collection policy, physical condition of collections, historical significance of a collection, and the level of processing needed to prepare a collection for use by the public. Appraisal of material within a collection and the proper disposal of deaccessioned material is also discussed. The workshop does not address assigning a monetary value to collections for tax purposes.

Archives 202: Outreach

A three-hour workshop focusing on improving outreach techniques. Participants will learn to emphasize the strengths of their repositories, favorite collections, and current outreach resources. Whenever possible, the instructors will use attendees' home institutions as examples. After assessing your current techniques, you will discuss assessing your potential audience as well as your relationship to nearby institutions. We will consider outreach in relation to collections development policy, exhibits and displays, media relations, educational programs, fund raising, and recruiting.

Archives 203: Arrangement and Description of Archival and Manuscript Materials

A three-hour workshop focusing on the arrangement and description (also called processing) principles for preparing archival and manuscript material for use by researchers. The workshop will teach the importance of arranging and describing a collection correctly, what to look for when arranging the materials and how to physically do it, how to write the description and box list, and tips for managing large collections. The task of arranging and describing a collection can seem overwhelming; however, the strategy of this essential operation will be clearly outlined through hands on exercises and examples. Participants will come away with a better understanding of the procedure and practical tips that will make the next arrangement and description job easier.

Archives 204: Computers in Small Archives

A three-hour workshop on computers and their applications for county historical societies is oriented to the novice computer user. Topics will include general computer information and issues, databases, word processing, the Internet, and a question and answer period.

INTERESTED IN DEVELOPING A WORKSHOP FOR REGULAR PRESENTATION?

Contact Charles Arp at (614) 297-2581 or E-mail carp@winslo.ohio.gov.

INTERESTED IN TEACHING OR SCHEDULING A WORKSHOP AT YOUR INSTITUTION?

Contact Bari Oyler Stith (216) 285-2222 ext. 2760 or E-mail = fo318@cleveland.freenet.edu.

LISTSERV SAMPLER

JANUARY-JUNE 1996

RESEARCHERS: Problem: A researcher is going to publish a book based on one of our collections. She has asked me to let her know if, in the future, another researcher uses these materials or publishes anything from them. What should I do? Responses:

"The privacy of researchers is paramount. Information about what archives an individual is consulting shouldn't be given to anyone else without that individual's prior consent. [Also] it's unrealistic to expect you to keep track of these materials on a daily basis." (Kate Reid, Dept. of Internal Affairs, New Zealand);

"Perhaps the researcher would like to place a notice on the archives' bulletin board describing their research interests and asking for others with similar projects to contact her. This puts the burden on the researcher, which is clearly where it belongs in this case." (Terry Abraham, U of Idaho);

"It's standard practice in all the archives and manuscripts repositories I've worked in to have a place on the researcher registration form where the researcher can indicate their willingness for the repository to share information about folks doing research on the

same subject or in the same collections." (Deborah Kennedy, Univ. of Washington).

DEACCESSIONING STATE RECORDS:

Problem: A local historical society has an interest in records which a state archives would not schedule for permanent retention, but which are related to a state institution in the local community. When the state deaccessions the records, should they be given to the local historical society? **Responses:** "Having appraised the records as having no archival value, presumably you have decided also that the records do not merit the expenditure of archival resources. By permitting them to be transferred to another archival agency, you are tacitly approving such an expenditure.... The chances of your staff having to provide additional advice, information or answer inquiries about these records once transferred to local custody is still pretty good.... There will be some additional commitment of resources if the records are retained and this will involve you to some extent." (Richard Cameron, NARA);

"There is the vexing question of the alienation of public records as well. A record has structure, context, and content; such a transfer often loses contextual information because the private collecting program focuses on one part—content. Except for carefully negotiated agreements in which a repository serves as an archives for government, the collecting of such records often undermines archival principles and conveys the wrong message about the importance of archives in society." (Richard Cox, University of Pittsburgh);

"Surely saving records that a respectable organized group (such as a local historical society) wants to save is preferable to pitching them out of pure theoretical cussedness? Yes, it would be far better if the archives operated by the creating government were to keep them, but sometimes that organization can't or won't because they are not archival under their accessioning standards." (Alan F. Perry);

"Deaccessioned records may be further alienated from custodial organizations and enter the market for 'historical documents.' This may increase pressure on the remaining records possibly to be sold to support the custodial organization. In an era of governmental cost consciousness, legislators may conclude that the Archives should sell, rather than give away, records having financial value." (Jim Henderson, Maine State Archives);

SOA wins award from AASLH

The American Association for State and Local History announced on June 21 that the Society of Ohio Archivists was given a Certificate of Commendation for 1996. The award is a citation for SOA's work in promoting archival practices in Ohio. The AASLH awards program is the nation's most prestigious competition for recognition of achievement in local, state, and regional history, and was initiated in 1945 to encourage standards of excellence in the collection, preservation and interpretation of state, provincial and local history throughout North America.

"[Several people] have pointed out the oversimplified interpretations of Theory involved. Especially the automatic assumption that 'disposal' equals 'destruction'. Again it has also been pointed out that any culling/weeding necessarily alters the fonds, covered by proper documentation in records management theory I thought, and in Archival theory by proper provenance and contextual description, however this may be achieved, and wherever the records physically are (or are not)." (Leigh Swancott, University of Melbourne Archives).

PRIVATIZATION: "The public has a right to access public records. . . . Can this be guaranteed contractually with a private vendor?" (Rob Spindler, Arizona State University Libraries);

"There are other potential questions I can imagine: what agenda would a for-profit firm follow in appraising—how might a desire to not lose a contract impact their selection criteria? What criteria or practices might they adopt to make appraisal more 'efficient' or 'cost-effective'? Could they make a profit on appraising, organizing, preserving, and making records available for researchers? Could they ignore the public and offer archival services for the public agency only? (One has to assume here I think that we're speaking of public institutions privatizing their archival services—that's the only place where there is a debate.)" (Lee Stout, Penn State University);

"There is no reason to remove valuable documents from public ownership. The issue in my mind, is to find private funding. . . . Such rewards would be increased community involvement, greater accountability within the institution, since customers that were not satisfied would simply withdraw their funds rather than the ineffectual complaining to their elected officials." (Leah Sungenis, Catholic University of America);

"My basic objection to privatization is that some of the 'professional' administrators will think that CORE archival functions can be privatized. The reason an archives exists is to preserve and promote continuity—privatizing essentially would divorce the records, and archives consist of records, or documents, from the stakeholders. That said, there are certain functions which can be privatized—some reading/research room activities, some reproduction service functions, and others as well. However, arrangement, description, detailed reference, and appraisal services cannot be outsourced/privatized in any nonprivate archives without destroying, or at least severely damaging the very continuity which we archivists are dedicated to preserving." (Marc Wolfe, NARA);

"Public records are maintained for some fundamental reasons: to protect citizens' rights and hold elected officials and agencies ac-

countable for their actions. These are not profit generating functions. They can never be justified based on how much revenue they generate or how well they satisfy the customer. If we wish to ensure accountability and protect citizens' rights, record-keeping cannot be subject to capricious funding. We just have to be willing to pay for it." (Lora Bloom, Missouri State Archives).

WWW: Several home pages on the World Wide Web were discussed or mentioned on the Archives list, such as this list of State Archives URLs provided by Charles F. Thomas:

Alabama Department of Archives and History

<http://www.asc.edu/archives/agis.html>

Alaska Department of Education, Division of Libraries, Archives and Museums

<http://ccl.alaska.edu/local/home1.html>

Connecticut State Archives

<http://www.csu.ctstateu.edu/csl/archives.html>

Hawaii State Archives

<http://www.htdc.org/~hsa/>

Indiana State Archives

<http://www.ai.org/icpr/index.html>

Kentucky State Archives

<http://www.kdla.state.ky.us/arch/arch.htm>

Kentucky Public Records Services

<http://www.kdla.state.ky.us/pubrec/pubrecs.htm>

Maine State Archives

<http://www.state.me.us/sos/mawww001.htm>

Maryland State Archives (Gopher)

<gopher://sailor.lib.md.us:70/00/GovInfo/.md/.agency/.exec/.archive/ADDRESS>

State Archives of Michigan

<http://www.sos.state.mi.us/history/archive/archive.html>

Missouri State Archives

<http://mosl.sos.state.mo.us/gov-ser/arch.html>

New Hampshire Division of Records Management and Archives

<http://www.state.nh.us/state/archives.htm>

New York State Archives (Gopher)

<gopher://unix6.nysed.gov:70/11/>

[Ohio Historical Society Archives/Library Division—(not in original list)]

<http://winslo.ohio.gov/ohswww/ohshome.html>

Oregon State Archives

<http://159.121.28.251/> <http://arcweb.sos.or.gov/>

State Archives of Pennsylvania

http://www.state.pa.us/PA_Exec/Historical_Museum/DAM/psa.htm

Rhode Island State Archives

<http://archives.state.ri.us/>

(contains no info, but has a Gopher link to <gopher://archives.state.ri.us/>)

South Carolina Department of Archives and History

<http://129.252.216.12/homepage.htm>

Tennessee State Library and Archives

<http://www.state.tn.us/other/statelib/tslahome.htm>

Texas State Archives (Gopher)

<gopher://link.tsl.texas.gov:70/11/.dir/archives.dir>

Utah State Archives

<http://utstdpwww.state.ut.us/~archives/>

Wisconsin State Historical Society Archives Division

<http://www.wisc.edu/shs-archives/>



Anne Wittekind
Cincinnati Historical Society

NEWS NOTES

In early October, the **Rutherford B. Hayes Presidential Center** will host "Thomas Nast and the Glorious Cause," an exhibit developed by and on loan from the Macculloch Hall Historical Museum of Morristown, New Jersey. The display will feature original Nast drawings, paintings and artifacts, focusing on the Civil War years, when Nast, through his drawings, established himself as the nation's most powerful political cartoonist. The exhibit runs through January, 1997.

October 5th and 6th mark the fifth annual Hayes Civil War Encampment, celebrating the President's birthday. Highlights include battle skirmishes with over 400 reenactors, cannon firing, period food, and performances by the First Brigade Band from the movie "Glory." For more information contact the Center at Spiegel Grove, Fremont, Ohio 43420 (419/332-2081).

Significant new acquisitions at the Center include an 1879 journal of Lucy Scott, describing her experiences during a month's stay at the White House with her cousin Lucy Webb Hayes; an 1896 memoir of Mildred McClean Hazen Dewey, reflecting on her childhood, her marriage to Civil War General William B. Hazen, and social life in Washington, D.C.; the Civil War correspondence of Sgt. Major Orin England of the Seventy-second OVI; and the Janet L. Wood Food and Family Collection, with approximately 450 Gilded Age cookbooks.

The **Youngstown Historical Center of Industry and Labor** reports several important new accessions. Local government records include the the District Court journals for Jefferson County (1852-1884); the Carroll County Auditor's sheep claims for 1890-96 and the Jefferson County peddler's license register (1841-1852). Manuscript accessions include records (1918-1977) of the Buckeye Coal Company, the audiovisual archives of the Lykes-Youngstown Corporation (1940-1978), the papers (1980-1995) of Staughton and Alice Lynd, photographic records (1921-1937) of the Youngstown Mines Corporation, the photo archives (1947-1976) of the Safety Department, Youngstown Sheet and Tube Company, and the papers (1915-1943) of Edward F. McNutt, a mechanical engineer employed by the United Engineering and Foundry Company.

The Buckeye Coal Co. was a subsidiary of Youngstown Sheet and Tube and developed coal properties in Greene and Fayette Counties, Pennsylvania during World War I and into the 1920s. Its records include engineers' reports and photographs showing the construction of the company towns of Nemaconlin and Briar Hill and depict techno-

logical change in the coal industry as well as company and community history. The Youngstown Mines photographs were taken by photographers of Youngstown Sheet and Tube and document their operations at Dehue, West Virginia, showing equipment changes and furnishing a record of coal mining in one of the steel industry's captive mines during the hand-loading era. Both of these collections were donated by Robert A. Korcheck of Nemaconlin, Pennsylvania.

Staughton and Alice Lynd were attorneys and historians, and their papers capture the history of Solidarity USA, an organization of LTV Steel Corporation retirees that fought to restore retiree medical benefits when the company declared bankruptcy in 1986; the efforts by the Lynds and Solidarity USA to defend pensioners' rights upon the bankruptcy of GF Corporation in 1990; and the history of Solidarity National Health Insurance, a group advocating national health care. These papers were the gift of the Lynds of Niles, Ohio.

The **Mahoning Valley Historical Society** has opened the second phase of its new exhibit, "The Valley Experience: Lives and Times in Youngstown and Mahoning County." This exhibit is the Society's contribution to "Celebrate '96," the year-long observance of Youngstown's bicentennial and Mahoning County's sesquicentennial. The exhibit spans seven galleries on the second floor (opened in March) and on the lower level (opened May 18). The latter includes "At the Salt Lick" and "The New Connecticut Experience." Artifacts, graphics and interactive experiences bring this portion of the Valley's history to visitors. For more information, contact the Society at 330/743-2589 (archivist Pamela Pletcher).

The Department of Special Collections and Archives at **Wright State University** recently inaugurated its own home page at: <http://libnet.wright.edu/staff/dunbar/arch/schome.htm>. Holdings consist of a substantial collection of archives, manuscripts, and rare books covering four main areas: early aviation, local and regional history, the history of Wright State University, and children's literature, with an emphasis on works illustrated by Arthur Rackham.

Dorothy Smith left **Wright State University** on July 19. She is now an archives and information systems specialist at the **American Jewish Archives** at Hebrew Union College in Cincinnati, where she has been living for the past several years. She had been at Wright State for nearly fifteen years.

After 24 years, Robert Smith has left **Wright State University**, where he has been Archivist and Director of Special Collections. He is now (as of June 3) Records and Information Manager at the **Montgomery County Records Center and Archives** in Dayton. The Montgomery County center, formerly run by Stephen Haller, celebrates its second full year of "reinvented" operations on August 19, 1996. The remodeled public area of the 14-year-old Records and Microfilm Center is in a revamped 1896-1903 department store purchased by the county in the 1970s. All paper and microfilm records over 25 to 50 years old have been gathered together from four previous locations, for both public and government access. A closer relationship with the local library and historical society has resulted in better customer service. The county archives, microfilming center, and records retention center functions were placed under the same roof for improved efficiency. This includes managing service bureau COM and CDR conversions of "legacy" electronic records as old data systems are replaced. Coordination with the "Celebration Dayton '96 Bicentennial" has been arranged, since many early county records are now more in demand. For example, the staff recently produced a "genesis map" publication tracing the area's earliest boundaries from the 1790s through 1805. Montgomery County (Ohio's fourth largest county) in the past twelve months has had 41,128 reference requests for offices of origin and their customers, using a new Oracle-based online index to the records center and archives. There were 1707 walk-in users, up from 500 for previous years. The facility manages over 26,000 cubic feet of records, with accession and disposal turnover of over 4,000 cubic feet. Over 4,000,000 source documents were microfilmed and over 10,000,000 data images were converted to COM or CD-ROM. A brochure is available from Bob Smith at The Montgomery County Records Center and Archives, 117 S. Main St., Dayton 45419 (tel: 513/225-4284; email: rhsmith@erinet.com). (from NAGARA Clearinghouse)

Gillian Hill, elected in April to SOA Council, has left **Sinclair Community College** after serving as Records Manager and Archivist for four years. As of July 1 she has been serving as **Greene County Archivist and Records and Information Manager**. Her working address is now 140 East Main Street, Xenia 45385 (tel: 513/376-8651; fax 513/376-8650). She will give us a new email address when it is available.

NEWS NOTES...FROM THE ARCHIVES

Jeffrey P. Martin joined the staff in May as the Rare Book Librarian and Archivist of the **Cleveland Medical Library Association's Historical Division** (also known to many of you as the **Dittrick Museum of Medical History**). Mr. Martin comes from the Southern Illinois University School of Medicine Library, where he had been Special Collections and Technical Services Librarian since 1992. Before that, he was a catalog librarian for the State University of New York at the Syracuse Health Center Library; rare book librarian at Syracuse University; and Slavic language cataloger at both Syracuse and the University of Arizona at Tucson.

He has an undergraduate degree in zoology from Duke University and an MLS from Syracuse, and has done graduate work in medical anthropology. As a graduate student in anthropology, he spent nearly two years in Orissa, India, where he was involved in the analysis of a village social system and an in-depth study of native folk healers and the healing techniques used to treat mentally disturbed individuals. Mr. Martin is skilled in several languages, including Russian, German, Latin, and Hindi. He succeeds Mrs. Glen Jenkins, who held the position for 22 years before retiring at the end of 1994. (from *Newsletter of the CMLA*)

Nora Blackman has left **Case Western Reserve University** as of July 1. She will be taking on freelance consulting work and can be reached at her home in Lakewood. She will also continue to be active in Cleveland archival projects and is on SOA's Program Committee for the fall meeting.

Cleveland is the locale for the annual meeting of the American Association of Nursing History on October 11-13. This will be the first time it has been held outside a university environment. Cleveland medical archivists are planning events to coincide with this and to celebrate the city's bicentennial. Involved are Nancy Erdey of the Stanley A. Ferguson Archives of **University Hospitals**, the staff at the **Dittrick Museum of Medical History**, **MetroHealth Hospital**, and the **Cleveland Clinic**, as well as faculty at the Frances Payne Bolton School of Nursing at **Case Western Reserve University**. For information call Shirley Gullo at the Clinic (tel: 216/444-9825).

The spring meeting of the **Cleveland Archival Roundtable** was hosted by the **Case Western Reserve** archivists in their wonderful new facility and was very well attended. Members, under the guidance of Anita Weber (**Cleveland Museum of Natural History**) and a planning group among whom are

Carol Jacobs, Jeff Zdanowicz (both of the **Cleveland Orchestra/Musical Arts Association**), Barbara Clemenson, Helen Conger, Nora Blackman (all three of **CWRU**), John Grabowski (**Western Reserve Historical Society**), Martin Hauserman (**Cleveland City Council**), Carol Tomer (**Cleveland Clinic**), and Judy Cetina (**Cuyahoga County Archives**) have been working on firming up the organization's structure to better provide for ongoing service. The mission statement was approved along with an updated organizational plan. Anthony Phelps has retired as Chancellor of the Exchequer and Barbara Clemenson has taken his place as the one elected officer of CAR.

The mission statement is as follows: "The Cleveland Archival Roundtable (CAR), founded in 1989, is an organization of archivists, historians and other individuals interested in preservation and use of the rich historical resources of Cleveland and that part of north-eastern Ohio known as the Western Reserve. CAR meets three times a year to tour archival, historical, and cultural repositories, discuss areas of mutual concern, and promote professional collaboration among members."

Future projects were also discussed: an archival "union list" for northeast Ohio; co-sponsorship of SOA, MAC, and SAA workshops; community outreach to new and non-professionals, including an Archives Week "Beyond the Bicentennial" open house; and creation of a Web site by Barbara Clemenson and helpers. CAR also sent a resolution to MAC Council supporting Cleveland as the site for a joint MAC/MARAC meeting in the year 2000. As of this writing, the next meeting is to be held at the Old Stone House Museum of the **Lakewood Historical Society** on August 10, the feast day of St. Lawrence, the patron saint of archives.

John Grabowski, director of Planning and Research at the **Western Reserve Historical Society** and adjunct faculty member in history at **CWRU**, has just finished a new edition of *The Encyclopedia of Cleveland History*, a massive task accomplished with the aid of numerous historical workers. The biographical sections of this edition have been separated and printed in a volume of their own. John has also received a Fulbright grant to lecture in U.S. history at the Bilkent University in Ankara, Turkey, for the school year beginning in September. Diane Grabowski completed *Without Whose Aid: Nursing and the Cleveland Clinic* earlier this year. This scholarly book begins its story with the 1891 pre-Clinic partnership and concludes its story with the state of nursing in the 1980s. It is a pioneering study of nursing in

an actual working medical institution; previous institutional nursing histories have been concerned with schools of nursing and only incidentally with practice.

The Archives at **Ohio University** reports several important new acquisitions. The first installment of papers from Prof. Charles C. Alexander dates from 1969 to 1995 and holds two cubic feet concerning this author of four books on the history of baseball who is also Distinguished Professor of History at OU. The organizational records of the Friends of Dard Hunter, Inc. contain about ten cubic feet of papers dated ca. 1985-1995. This is a national organization; Hunter was a famous paper scholar and paper maker who resided at Mountain House in Chillicothe. An addition of two cubic feet of materials from the last four years joins the James Ragan papers, and about 6,000 35mm slides from the Ohio University College of Osteopathic Medicine have been added to OU's collection, dating from about the last 16 years.

Ken Grossi, vice president of SOA, has left **Ohio State University** and is now assistant to Roland Baumann at the **Oberlin College Archives**.

CALENDAR

SEPTEMBER 19-20—SOA Fall meeting, Hayes Presidential Center, Fremont. SEE FRONT PAGE.

OCTOBER 10-12—MAC fall meeting, Madison, Wisconsin. Contact: J. Frank Cook (608/262-3290) or Tim Spindler (608/264-6447).

OCTOBER 11-13—American Association for the History of Nursing annual meeting, Cleveland. Contact Shirley Gullo, 216/444-9825.

OCTOBER 20-26—Archives Week in Ohio (theme: Celebrating Family History in Ohio). Contact George Bain 614/593-2710 (email: bain@ouvaxa.cats.ohiou.edu)

OCTOBER 13-16—ARMA annual conference, Denver. Contact: 800/422-2762.

APRIL 14-17, 1997—AIIM (Association for Information & Image Management) annual meeting, Javits Center, New York City. Contact Ohio coordinator Mike Rutherford, 513/890-5563.

...FROM THE SEAT OF GOVERNMENT

This past June as the capstone of a cooperative, multi-institutional automation initiative, the **Ohio Historical Society**, along with the **Cincinnati Historical Society** and the **Western Reserve Historical Society**, released a joint Request for Proposal (RFP), the purpose of which was "to define the specifications for, and solicit quotations or bids from, qualified vendors for the furnishing, delivery, installation, and maintenance of an integrated library and information system" at each of the institutions. While joining together in the RFP to select one vendor, Ohio's three largest historical societies intend to acquire and maintain their systems independently. The selection process, which is the responsibility of a technology committee working under the guidance of Greg Byerly, associate professor at the School of Library and Information Science, Kent State University, will lead to the final choice of a vendor by November, with system installations expected to begin in the spring of 1997.

On June 18 Governor Voinovich signed HB 748, the state's \$187 billion, two-year capital appropriation bill. The legislation allocates \$1.5 million for the Archives/Library Division of the **Ohio Historical Society**, funding that will enable the Division to refine and expand upon its "Access through Automation" initiative, key elements of which have been outlined in previous issues of the *Ohio Archivist*. Also included in the biennial appropriation was \$485,000 for the installation of additional compact shelving on the fifth floor of the Ohio Historical Center, storage space that will be taken up by the State Archives of Ohio.

The **Ohio Historical Society**, working in concert with the **State Library of Ohio** and the **Ohio Public Library Information Network** (OPLIN), recently established the Ohio Vital Information for Libraries Center (OVIL), the chief purpose of which is to convert historically significant records to electronic format. When reformatted, the documents—which are from the State Archives of Ohio, the Ohio Historic Preservation Office, and the library collections of the Ohio Historical Society, will be available directly online to the patrons of 250 OPLIN libraries as well as to a much wider audience through linkages provided by the World Wide Web. As part of the Center's initial activities, OVIL staff will digitize more than 75,000 pages of material, including the fundamental documents of Ohio (territorial and early statehood papers), 19th-century military rosters, and 20th-century death certificate indexes. In addition to facilitating access to the public records of Ohio, a

complementary objective of the OVIL initiative is to develop, evaluate, and refine methodological strategies that will enable the Ohio Historical Society to support effectively the continued digitization of these materials, particularly those held at the local level. OVIL is funded by an OPLIN contribution of \$50,000, an OHS in-kind contribution of \$75,141, and a one-year Library Services and Construction Act project grant in the amount of \$99,384.

Recent accessions at the **Ohio Historical Society** include 38 letters (1883-1887) written by John Pope to his brother-in-law, Manning Force, regarding family business affairs and Pope's service during the Civil War; correspondence (1862-1870) of John M. Sullivan, chaplain of the Seventieth Ohio Volunteer Infantry; records (1920s-1980s) created by White Castle System, Inc.; records (1911-1992) of the Ohio Veterinary Medical Association; statistics (1921-1964) of the Columbus Board of Health; order books (1834-1860) of the Franklin County Clerk of Courts; railroad files (1980-1995) of the Department of Transportation; minutes (1980-1990) of the Real Estate Commission; files (1939-1995) of the Department of Liquor Control; and director's journals (1970-1986) of the Division of Public Works, Department of Administrative Services. (The accessions of OHS' Youngstown Historical Center of Industry and Labor are reported elsewhere.)

*reported by Stephen Gutgesell, Head,
Library Services Department, OHS*

As of this writing, draft proposal for a **Local Government Information Locator System** (LGILS) for Ohio has been prepared at the Ohio Historical Society. To date, Ohio's efforts to equalize access to the National Information Infrastructure have included SchoolNet, SchoolNet Plus, and OPLIN (the Ohio Public Library Information Network), and every school and public library will be connected to the World Wide Web. In April, the state began development of an Ohio Government Information Locator System, a WWW home page to provide assistance in obtaining public information. Its scope will be limited to the twenty-six state agencies.

The OHS and the Ohio Network of American History Research Centers (ONAHRC) administer the state's current Local Government Records Program. ONAHRC, established in 1970 to aid in the collection, preservation and accessibility of materials on Ohio history, includes OHS, the Western Reserve Historical Society, the Youngstown Historical Center of Industry and Labor, and

five state universities: Bowling Green, Ohio University, Akron, Cincinnati, and Wright State. Today, because of budgetary limits, there are local government records specialists in only three of these locations: WRHS, Wright State, and Youngstown. Local governments are not receiving the aid they need.

With the LGILS, the emphasis will be on creating online services that provide information local officials need and which streamline procedures that are now time-consuming and paper-intensive. The LGILS will be a World Wide Web home page mounted on the OHS server and will include:

- 1) An inventory of local government records and information, with a schedule of workshops and detailed instructions on how to schedule, preserve, and dispose of records. Government personnel will be able to fill out and file records schedules electronically.
- 2) A functional records management manual similar to the Ohio Inter-University Council manual. This will replace the current Ohio county and municipal manuals with a document that can be used by any local government. It will also be available in hard copy.
- 3) A local government fact file, featuring brief county histories and profiles of each local office. This will provide the context of local government structure for users, including students with access through SchoolNet.

The system will be structured in accordance with NARA guidelines, and the LGILS staff will include local government records specialists in each ONAHRC region. The Cincinnati, Cleveland, and Columbus regions will each have an electronic records specialist. The project administrator will be in Columbus, along with two local government records archivists, a World Wide Web designer, a technical assistant, and a clerical assistant. The local government records specialists and electronic records specialists will gather the information for the LGILS and provide hands-on assistance to local governments. They will hold workshops throughout the state. The local government records archivists will create the manuals, among other duties. The tentative schedule shows the system completely in place by December, 1997. [NOTE: This is an abstract of an OHIOARV message from Elizabeth Nelson dated July 9; for later developments and full details, including proposed job openings, contact George Parkinson's office at the Ohio Historical Society.]

The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$15.00 per year; \$30.00 patron; \$5.00 student. Institutional memberships are \$25.00 regular; \$50.00 sustaining; \$100.00 corporate. Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Diane Mallstrom, Secretary-Treasurer SOA, Kappa Kappa Gamma Fraternity, 530 East Town St., P.O. Box 38, Columbus, OH 43210.

THE OHIO ARCHIVIST is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are February 1 for the Spring number and July 1 for the Autumn number. All materials should be directed to:

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The historic Teatro Nacional, Havana

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